

# SENIOR RESEARCH PARTNERSHIPS OFFICER

DEPARTMENT/UNIT	Research and Business Development
FACULTY/DIVISION	Faculty of Arts
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

---

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

Monash Faculty of Arts is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The faculty delivers programs via seven schools and across five campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise

and enthusiasm into their teaching. To learn more about Monash Arts, please visit [www.monash.edu/arts](http://www.monash.edu/arts)

## POSITION PURPOSE

---

The Senior Research Partnerships Officer provides advice, service and support to coordinate and deliver high quality management and business development services to support the diverse research portfolio of the Faculty of Arts.

Key to this role is identifying and developing submissions for category 2 – 4 funding while building and maintaining new research and business relationships.

Working independently, under the broad direction of the Research Partnership and Development Manager, this position provides expertise in all areas of research development ensuring that professional staff and researchers have effective support in engaging with industry and organisations to meet financial and impact targets.

As part of the Arts Research and Enterprise team the position will contribute to the successful delivery of research and administration services across all categories of funding as prioritised by the Faculty. In particular in concert with the Research Development team the position will contribute to activities related to ARC Linkage and Industry Fellowships Scheme.

**Reporting Line:** The position reports to the Research Partnerships and Development Manager under broad direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

---

1. Provide support and advice to researchers in the development of funding proposals and applications, including leading budget support, to continue to improve competitiveness and success rates. Lead the development support of key annual small grants from start to finish.
2. Under the guidance of the Research Partnership and Development Manager, identify appropriate external research funding opportunities and promote this information to researchers to increase the research funds available to researchers
3. Facilitate the development and maintenance of strategic external partnerships and client contacts, ensuring effective close working relationships that can be leveraged for common outcomes
4. Develop high quality promotional materials and capability statements for a range of audiences. Work closely with the marketing team to ensure that all of the faculty's research and promotional collateral are current and conform to the faculty and University requirements
5. Keep up to date and provide advice to the faculty on developments in government policy and strategy on research matters
6. Work closely with the Manager, Research Quality and Performance to support the Faculty of Arts research engagement and research impact submission to the Australian Research Council including data collection/collation, and report and materials development, in order to produce high quality successful submissions
7. Develop and deliver targeted training materials for professional staff and researchers to support effective and compelling research proposals and tenders

8. As part of the Arts Research and Enterprise team monitor, implement, review and improve processes in relation to research development, engagement and impact activities
9. Provide executive support to research committees and provide administrative support as required, as the nominated key contact for Schools/Centres.
10. Ensure compliance, administration and quality assurance management of all funded programs, to ensure activities are in line with the requirements under the University's risk management framework
11. Provide leadership in the fostering of a strong and positive culture, by modelling appropriate values and behaviours at all times

## **KEY SELECTION CRITERIA**

---

### **Education/Qualifications**

1. The appointee will have:
  - a relevant degree and significant subsequent experience working in a higher education research grant environment, with experience in business development, or
  - an equivalent, alternate combination of relevant knowledge, training and/or experience

### **Knowledge and Skills**

2. Demonstrated excellent skills and experience in strategic and innovative problem solving in complex environments, using deliberate analysis, judgment and planning to achieve strategic goals
3. Experience in effectively analysing complex information to produce research budgets, plans and funding proposals with accuracy and attention to detail
4. Experience in the writing of compelling and effective funding proposals and briefs, that have been tailored to market towards a target audience
5. Experience in delivering high quality compelling narratives, marketing collateral and reports for external stakeholders, including government
6. Demonstrated excellent interpersonal, communication, presentation and training skills. This includes the ability to develop and sustain effective networks with a broad range of individuals and key stakeholders including in research, industry and government environments
7. Proven persuasive and influential negotiation skills in order to achieve successful outcomes
8. Demonstrated ability to lead and work well with internal stakeholders in a professional manner, especially as a member of a cross-functional team and the ability to work flexibly (i.e. autonomously and in small teams)
9. Demonstrated agility and the ability to deliver high quality outcomes, against agreed milestones and performance indicators and within short time frames

## **OTHER JOB RELATED INFORMATION**

---

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

---

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.