



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	ANU College of Asia and the Pacific
<b>Faculty/School/Centre:</b>	School of Culture, History and Languages
<b>Position Title:</b>	Strategic Partnerships Manager
<b>Classification:</b>	Senior Manager 1 (Specialist)
<b>Position No:</b>	
<b>Responsible to:</b>	Director, School of Culture, History and Languages
<b>Number of positions that report to this role:</b>	
<b>Delegation(s) Assigned:</b>	

### PURPOSE STATEMENT

The School of Culture, History and Language (CHL) is a community of researchers dedicated to investigating and learning with and about the people, languages, and lands of Asia and the Pacific. CHL remains the core of expert Australian knowledge on the Asia Pacific Region within the College of Asia and the Pacific at the Australian National University.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Strategic Partnerships Manager reports to the Director, School of Culture, History and Languages and facilitates industry outreach and connectivity across all types of contracts and agreements for the School. The position will build and maintain effective and productive relationships with industry research partners and work closely with researchers in the management of research contracts and agreements. The position works closely with related areas of research management in the University including CAP Research Office and the School and College Executive.

#### Role Statement:

Broad direction, working with a considerable degree of autonomy the Strategic Partnerships Manager will:

1. Provide strategic support to the School Executive to strategic development of the School's industry related research activities, including providing recommendations and implementing solutions to ensure best practice.
2. Facilitate and develop partnerships with external organisations, stakeholders and clients to promote two way collaboration to bring ANU researchers and external stakeholders together to identify critical gaps and needs in knowledge exchange and uptake, and encourage two-way learning and sharing of knowledge and outputs.
3. Provide business development support to researchers to attract research funding (specifically category 2 – 4) including but not limited to communication of opportunities, stakeholder management, advice and guidance on scheme requirements, contribution to specific proposals, and management of successful proposals through to contract signing and project initiation and analysis, and repositioning of unsuccessful proposals for submission to other schemes.
4. Advise the School Executive, professional colleagues and researchers in the school on University policies and operational matters pertaining to industry focused research activities.
5. Assist the Deputy-Director, Research, CHL, to provide input into university policy and initiatives pertaining to industry focused research activities.
6. Compile and analyse research data and metrics relevant to the School's research initiatives and strategic objectives for use in research strategy documents, policy papers, operational plans and reports.
7. Provide input to the school strategic research funding, researcher development and communications initiatives.
8. Profile and communicate the School's research results, strengths and achievements in order to build the School's research profile and reputation and assist in industry outreach.
9. Promote and represent the School, contributing to and coordinating stakeholder management and engagement in relation to specific partnership and funding proposals.
10. Build and strengthen organisational capacity for knowledge exchange within CHL, by identifying knowledge exchange gaps and opportunities to apply a knowledge exchange approach to their research.
11. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
12. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

**SELECTION CRITERIA**

1. Postgraduate qualifications and extensive contract management experience, preferably in the tertiary education or research sectors; or an undergraduate degree, extensive contract management experience, proven management expertise and other relevant education/training. Undergraduate qualifications in law or an allied field would be an advantage.
2. Demonstrated ability to develop and maintain relationships with internal and external stakeholders, experience in successfully engaging with industry partners and other external stakeholders, and structuring research partnership arrangements.
3. Proven ability to provide strategic support and advice to senior management requiring integration of a range of University policies and external requirements, and an ability to achieve objectives operating within complex organisational structures. Experience in research contract management, and dealing with intellectual property management and knowledge transfer issues is essential.
4. High level of interpersonal, liaison and consultation skills with demonstrated effective communication skills with a demonstrated ability to present, persuade and influence diverse audiences and prepare executive reports and briefs, including reviewing research agreements, negotiating research contracts and instructing legal practitioners.
5. Demonstrated high level analytical, problem-solving and decision-making skills and experience retrieving and analysing data from multiple sources, assessment and/or evaluating the impact of various initiatives.
6. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

**References:** [Professional Staff Classification Descriptors](#)