



RESEARCH SERVICES MANAGER

DEPARTMENT/UNIT	Faculty of Information Technology
FACULTY/DIVISION	Information Technology Faculty Office
CLASSIFICATION	HEW Level 9
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu.

The **Faculty of Information Technology** aims to lead global IT research and education. Our strong reputation and international profile attracts the best students worldwide and we offer a range of accredited courses that transform our graduates into highly skilled and sought after IT professionals, equipped to work globally. Our research is multi-disciplinary, multi campus and multi-national, giving us a unique capacity to reach out further and deeper than any other institution in Australia. Our research priorities are both technically ambitious and embedded in everyday life.

To learn more about the Faculty and the exciting work we do, please visit www.infotech.monash.edu.au/.

POSITION PURPOSE

The purpose of this role is to lead the research services portfolio in the Faculty of Information Technology, delivering high-quality research and graduate research management to support the Faculty's research objectives. The Research Manager provides leadership and strategic advice to aid high-level researcher and graduate research student outcomes within the Faculty of Information Technology. This is achieved through the identification, development, and implementation of initiatives and programs to build collaboration, profile, and attract large-scale research programs. The Research Manager performs a critical role in driving the Faculty's research agenda and management of the Faculty's research performance.

Reporting Line: The position reports to the Faculty General Manager under broad direction working with a considerable degree of autonomy

Supervisory Responsibilities: Two direct reports, and six staff in the team

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide strategic advice to the Dean, Deputy Dean and respective Associate Deans, on developing and operationalising the faculty's priorities for research and graduate research
2. Identify potential opportunities for researchers, supporting researchers with ideas for developing their research into high quality funding proposals that achieve faculty research grant objectives
3. Interpret changes in university and external grant policies and guidelines to ensure that faculty policies are aligned, relevant and compliant
4. In collaboration with the Deputy Dean Research, develop major research platform concepts to support faculty research strategies, to manage and optimise research income and outputs
5. Provide strategic support and advice to the Associate Dean Graduate Research to coordinate the student lifecycle and identify opportunities to improve the graduate student experience
6. Oversee the delivery and coordination of the Monash Doctoral and Research Masters Programs, including support for academic supervisors. Provide support to the Graduate Research Interdisciplinary Programs (GRIPS)
7. Identify and support development of large-scale grant applications eg ARC CoEs, ITTCs
8. Prepare submissions and briefing papers for senior leadership on business opportunities and other matters as requested
9. Lead and promote the development of collaborative, cooperative and productive internal and external working relationships
10. Manage and lead a team of professionals, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver service outcomes and continuous improvements

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualification and extensive relevant experience; or
 - extensive relevant administrative experience in the tertiary environment, particularly in postgraduate and research administration; or
 - an equivalent combination of relevant experience and education/training

Knowledge and Skills

2. Significant experience in providing strategic and high-level advice and direction on research strategy, tactics and administrative practice in a complex research intensive environment
3. Extensive experience in creating, editing and reviewing research grants, position papers, reports, etc.
4. Excellent knowledge of the strategies, business processes and systems relating to the research grant environment and graduate research student administration, with an ability to contribute to development of the Faculty's Research KPI's and objectives, including improving its performance in ERA, research rankings, research grant success and graduate research measures
5. Highly developed team leadership and people management skills, with proven ability in providing support and direction to a discreet team of highly skilled staff members
6. Demonstrated high-level analytic, problem solving and research skills and the ability to conceptualise, develop, propose, review and report on documents, policies and regulations of a complex nature

7. Demonstrated ability to build and maintain relationships with a wide variety of internal and external clients to leverage meaningful relationships which contribute to the faculty attaining its strategic objectives
8. Highly developed administrative skills, including computer literacy, attention to detail/accuracy, with proven ability in prioritising work commitments to meet required timeframes and deadlines, along with an ability to record and manage confidential data and information in line with regulatory guidelines

OTHER JOB RELATED INFORMATION

- Travel to other locations, including interstate travel, may occasionally be required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.