

# POSITION DESCRIPTION



Position Description Classification Approved	Date
Human Resources Branch	9.6.2022

POSITION DETAILS	
<b>Position Title:</b>	<b>Major Programs Manager</b>
<b>Position Number:</b>	24648
<b>Classification:</b>	HEO9
<b>Faculty/Division:</b>	Division of Research and Innovation (DRI)
<b>School/Branch:</b>	Research Services
<b>Reports to (position title):</b>	Director, Research Grants
<b>Delegations:</b>	As specified for the position
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>Reasonable workplace adjustments will be made for people with a disability</li> <li>Some work out of standard hours and some travel may be required</li> </ul>
<b>Significant Working Relationships:</b>	<ul style="list-style-type: none"> <li>Office of the Deputy-Vice Chancellor &amp; Vice President (Research)</li> <li>Faculty Executive Deans and Deputy Deans (Research), Heads of Schools</li> <li>Research Institutes (Directors and Managers)</li> <li>Research Services Leadership Team</li> <li>Research Grant Applicants</li> <li>Legal and Risk</li> <li>Financial &amp; Procurement Services</li> <li>Innovation and Commercial Partners Branch</li> <li>Research funding bodies</li> <li>Research partner and affiliated organisations</li> </ul>

POSITION SUMMARY
<p>The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.</p> <p>The Division of Research and Innovation provides leadership in achieving the University's strategic goals, particularly in relation to research strategy, researcher education, services, infrastructure and supporting the development of world-class research and impact, both nationally and internationally. Supporting an ethos of excellence, innovation, engagement and impact, the Division is responsible for achieving the research objectives set out in the University Strategic Plan.</p> <p>Research Services provides professional staff support services to the University's Research community in relation to competitive research funding/grant opportunities, research grant administration, applications and awards, research ethics, compliance and integrity management, research contract management and research related reporting and collections such as the Excellence in Research for Australia (ERA) and general and strategic advice to researchers and research leaders.</p> <p>Working under broad direction and a high degree of autonomy, the Manager, Major Programs oversees the provision of central support to a portfolio of competitive research grant applications and awards (including major strategic opportunities), manages a team of grants unit staff and liaises with senior research leaders in relation to grant related strategies. The Major Programs Manager will provide high-level support in the planning and management for grant development in addition to monitoring and implementing Research Grants, Contracts and Consultancies policy for the University.</p>

KEY RESPONSIBILITIES	
Research Services Branch leadership	<ul style="list-style-type: none"> <li>Contribute to the Research Services leadership team, and provide a significant input into the Unit and Branch operational and strategic planning.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Lead a team of professional staff in the delivery of high quality and responsive research support services ensuring alignment with the University's Research Strategic Plan, and the Branch and Unit goals.</li> <li>• Lead and contribute to continuous quality improvement through benchmarking and evaluation of service and activities.</li> </ul>
Service Delivery	<ul style="list-style-type: none"> <li>• Develop, manage and monitor central research support services for a portfolio of competitive research grant applications and awards (including major strategic opportunities).</li> <li>• Develop, manage and monitor internal management protocols, plans and service delivery standards in relation to competitive research grant programs in conjunction with other grants portfolios and Research Services Units.</li> <li>• Identify and communicate impacts of external changes related to research grant administration to University stakeholders.</li> <li>• Develop and promote 'best practice' for pre- and post-award grant support.</li> <li>• Partner with Faculties to share and promote research administration knowledge and processes related to competitive research grants and to improve, streamline and standardise business processes.</li> <li>• Provide leadership and input into research systems development and research management strategies.</li> <li>• Manage a portfolio of grant funding programs and provide high quality research support services including the development of internal documentation and processes, interpretation of complex grant documentation.</li> <li>• Monitor and manage compliance with University policies relating to research funding, and adherence with grant funding agreements.</li> <li>• Convene, manage and contribute to University working parties responsible for developing policies, frameworks or procedures relating to grant programs.</li> </ul>
Research grant related stakeholder relations and management	<ul style="list-style-type: none"> <li>• Represent the Research Services Branch in discussions and joint initiatives with research and academic leaders, funding sponsors, government and other stakeholders in relation to the research grants portfolio.</li> <li>• Research and analyse trends, issues and practices in the research funding environment and communicate these effectively to the University research community.</li> <li>• Undertake investigations and prepare reports and submissions as requested by senior managers in the Division of Research &amp; Innovation or Faculties.</li> <li>• Evaluate and negotiate research grant agreements with external funding sponsors and partner research organisations, in liaison with legal advisors.</li> <li>• Contribute to outreach and professional development activities that promote research grant administration</li> </ul>
Strategy and Planning	<ul style="list-style-type: none"> <li>• Provide strategic advice to the Executive Director, Research Services and the Director, Research Grants on the administration of research grants and on improvements required to policy, work practices or business systems.</li> <li>• Review, analyse and evaluate grants data to measure returns on investments and inform development of research funding strategies.</li> </ul>
Other reasonable duties commensurate with classification level.	

## PEOPLE MANAGEMENT RESPONSIBILITIES

- Ensure a safe work environment and compliance with University HS&W policies and legislation.
- Effectively lead the professional staff in all aspects of people management including providing guidance, support and development, including managing workload and priorities including allocation, monitoring and management of work plans, skill and capability development for team members, and management of team performance.
- Positively engage direct reports in the Planning, Development and Review process to enable the team to deliver the business outcomes effectively and efficiently as practicable.
- Provide induction to new staff member/s.
- Foster a high performance team culture and promote a work environment that affirms a quality service culture approach, continuous improvement and celebrates achievement.

## CAPABILITIES AND BEHAVIOURS

Use the [Capability Dictionary](#) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

## UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

## STAFF VALUES AND BEHAVIOUR FRAMEWORK

Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](#) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff.

## SELECTION CRITERIA

### Knowledge and Experience:

1. Substantial experience in research management and administration particularly in relation to competitive grants.
2. Demonstrated ability to plan, document, implement and monitor activities designed to improve administrative efficiency and output.
3. Highly developed organisational skills, including the ability to exercise sound judgement, determine priorities and meet deadlines.
4. Demonstrated ability to lead a high performing team to deliver on operational requirements.
5. Ability to communicate effectively with University staff, external stakeholders, representatives of government and other research granting agencies in order to influence outcomes or decisions.
6. A commitment to, and the relevant skills for, developing and providing a range of research support services.
7. Excellent written and oral communication skills.
8. Demonstrated ability to act with a large degree of autonomy to undertake a range of complex tasks within tight time constraints to achieve outcomes within deadlines.
9. A strong understanding of national research funding opportunities, funding mechanisms and research management in a University environment.

### Qualification/s:

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or,
- Extensive experience and management expertise; or
- An equivalent combination of relevant experience and/or education/training.

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