



**Australian
National
University**

Position Description

College/Division:	Research Services Division
Faculty/School/Centre:	Research Analytics Unit
Department/Unit:	Engagement and Impact Team
Position Title:	Manager, Research Engagement and Impact
Classification:	Senior Manager 1 (Administration)
Position No:	TBA
Responsible to:	Associate Director, Research Analytics Unit
Number of positions that report to this role:	2
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The Research Services Division is part of the Research and Innovation Portfolio led by the Deputy Vice Chancellor for Research and Innovation (DVC-RI). The Division is responsible for high quality services and advice at both an operational and strategic level in supporting the University's research endeavours. In collaboration with College staff and other Portfolio staff the Division provides leadership in the operations and management of research and innovation services in support of the University's strategic goals.

The Research Analytics Unit has been established within the Division to monitor, benchmark and report on research performance, and manage data and submissions to the Australian government and other bodies for statutory reporting, and with Planning and Performance Measurement Division, international rankings submissions. The team provides research data analysis including bibliometric analysis and policy advice to staff at the University executive and management levels and is responsible for co-ordinating the University's Engagement and Impact strategies.

The Manager, Research Engagement and Impact leads a Research Services team, providing training, coaching and mentoring to deliver high quality and robust services relating to research information management and reporting of the University's engagement and impact activities. The Manager provides strategic organisational advice, guidance and support to senior management and academic staff regarding the design, development, and implementation of the University's engagement and impact strategies.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships

The Manager, Research Engagement and Impact will take a lead role in measuring the University's contribution to societal transformation through excellent research. The Manager will be responsible for delivering a suite of engagement and impact related reporting solutions and will take a leading administrative role in the development of the University's Engagement and Impact submission to the Australian government.

The Manager, Research Engagement and Impact leads a team of Research Services professionals and works in close collaboration with senior management and academic staff across the University to provide strategic advice and leadership support on complex research management matters, building strong working relationships with internal and external stakeholders. The Manager plays a significant role in the development of University-wide initiatives.

The Manager will be required to develop and maintain close working relationships across the University, particularly within the Innovation portfolio, Planning and Performance Measurement, and Advancement.

Role Statement:

Under broad direction, the Manager, Research Engagement and Impact will:

- Develop, implement and evaluate innovative communication and engagement strategy and processes to inform, educate and engage staff in the University's Engagement and Impact program across various mediums, including digital and face-to-face. This includes the release of policy and guidelines announcements, announcement of the strategy.

- Develop, monitor and report on a set of performance indicators designed to assess effectiveness of the University's Research engagement and impact strategy.
- Design, Develop and implement a framework and appropriate mechanisms to gather case study materials and metrics that demonstrate the engagement and impact of University research to the University and the wider community.
- Improve accessibility to Engagement and Impact information and supporting tools.
- Provide support and quality assurance to the Director, Research Services Division (and others when required) through timely and accurate preparation and delivery of case studies, reports, communication pieces and publications.
- Take a leadership role in proactively identifying and coordinating opportunities to promote engagement and Impact.
- Project manage the execution of events and activities aimed at enhancing the engagement and impact culture including forums, workshops and networks.
- Consult and provide strategic direction and specialist advice, to the Deputy Vice Chancellor Research & Innovation (DVCRI), Engagement and Impact Steering Committee and the broader University community, on appropriate communications and engagement strategies and approaches to facilitate culture change and focussed initiatives.
- Build strong working relationships and liaise with stakeholders (both internal and external) to identify, understand and overcome barriers to Engagement and Impact. Work collaboratively with Colleges, Schools, Service Divisions, the ANU Marketing Office and Strategic Communications and Public Affairs Office to deliver outcomes and review and resolve complex issues amongst a diverse group of stakeholders.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Other duties as required, consistent with the classification of this position in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Postgraduate qualifications (or equivalent) in a discipline related to communications and/or training with, relevant experience and proven expertise in a communications and/or managerial role, or an equivalent combination of experience and training.
2. Demonstrated experience applying contemporary research management practices and proven high level analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources, making strategic recommendations and taking innovative approaches with outstanding results.
3. Demonstrated experience in the successful development and implementation of communication strategies to drive internal engagement within a complex and changing work environment.
4. Demonstrated strategic management and planning skills to support senior management, with experience developing and implementing policies, procedures and innovative strategic plans to improve outcomes.
5. Strong interpersonal, negotiation and influencing skills to gain the acceptance of ideas, cooperation of stakeholders and the ability to modify styles and techniques to bring diverse groups to positions of consensus.
6. Highly developed written and verbal communication skills to clearly express ideas and opinions, and prepare well-structured, accurate and concise documents for effective interaction with stakeholders.
7. Working knowledge and skills in program and project management principles and practices.
8. Demonstrated leadership and people management skills in a culturally diverse environment, with a demonstrated ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives on budget in a timely manner.
9. Demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Australian
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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	RSD	Dept/School/Section	Research Analytics Unit
Position Title	Manager, Research Engagement and Impact	Classification	SM1
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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