



Position Description

College/Division:	ANU College of Medicine and Health ANU College of Science
Faculty/School/Centre:	Joint Colleges of Science (JCS) Administration
Department/Unit:	Research Management
Position Title:	Manager/ Deputy Manager, Research Services
Classification:	ANU Officer Grade 8 (Administration)
Position No:	
Responsible to:	Manager, Research Management
Number of positions that report to this role:	4
Delegation(s) Assigned:	

PURPOSE STATEMENT

The ANU College of Medicine and Health and the ANU College of Science consist of twelve constituent areas that represent medical, health, environmental, physical biological sciences, and science communication at the ANU. The Colleges have an established Research Management (RM) function within the Joint Colleges of Science for the purposes of providing research management support. The Assistant Manager (AM) role is responsible for providing operational leadership to the RM teams within the function, and building effective relationships and networks both internal and external to the University.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

This position will work closely with, and report directly to, the College Manager, Research Management, and requires close collaboration with the RM function's senior team. A close working relationship is also necessary with Research Management and Support Officers across the function's teams, colleagues in the other Joint Colleges of Science Administration functions, School Managers and Directors of the constituent areas of the Colleges, colleagues in the University's Research Office and Legal Office, Research Managers in other ANU Colleges, and researchers, within the two Colleges.

Role Statement:

Under broad direction, the Manager, Research Services will:

1. Provide effective leadership, management, supervision and direction to the Research Services team, ensuring that workloads are managed efficiently and all objectives and deadlines are met. Supporting staff's career development through coaching and mentoring.
2. Provide high level support in the development of strategies in accordance with the University's research objectives, coordinate the implementation plan, ensuring relevant consultations with stakeholders
3. Proactively identify training gaps across relevant staff groups in accordance with University's strategic plans. Manage training programs, seminars and workshops for both academic and professional staff. Provide training and guidance on funding options, reporting principles, grant and funding applications.
4. Provide strategic advice to staff (including risk assessment and mitigation strategies), facilitate productive partnerships, undertake liaison with external agencies and industry partner, prepare, negotiate, and review complex research contracts with external bodies and subcontractors.
5. Ensure that Research Services operations are conducted in line with all relevant ANU research policies, procedures and guidelines, and that effective audit material is maintained. Develop, implement and monitor the application of protocols to ensure data integrity and accuracy, coordinating the timely resolution of data integrity issues.

6. Promote a culture that supports proactive monitoring and reporting on the University's compliance with legislation, government reporting requirements and external funding contracts. Develop and evaluate business processes and procedural arrangements to improve outcomes.
7. Implement University initiatives, managing local area implementation, if applicable, and participate in a range of activities, workgroups and networks across campus, as required.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. 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. Progress towards relevant postgraduate qualifications and demonstrated experience in research management in a complex organisation, or an equivalent combination of relevant experience and qualifications/training. Demonstrated experience in managing grant application/ external funding, risk and project management will be highly regarded.
2. Demonstrated knowledge of contemporary research management practices and proven analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources and making recommendations to inform strategic plans.
3. Demonstrated high level advice and planning skills to support senior management and experience developing and implementing policies, procedures and strategic plans to improve outcomes.
4. Demonstrated supervisory experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget.
5. Demonstrated high level of customer service, interpersonal and consultation skills with demonstrated effective written and verbal communication skills and experience managing complex stakeholder relationships. This includes the development of comprehensive written documentation and reports.
6. Demonstrated computer skills with experience using online data management systems and proficiency using the MsOffice suite. Advanced skills in Excel will be highly regarded.
7. 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](#)

Delegate Signature:		Date:	
Printed Name:		Position:	