

**POSITION DESCRIPTION**

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<b>POSITION TITLE:</b>	Faculty Research Manager		
<b>FACULTY/OFFICE:</b>		<b>DEPT:</b>	
<b>REPORTS TO (Supervisor title):</b>	Assoc. Dean, Research		
<b>AUTHOR NAME:</b>			
<b>POSITION NUMBER:</b>		<b>HEW LEVEL:</b>	
<b>APPROVED BY:</b>	Executive Dean	<b>DATE:</b>	20 May 2008

**A POSITION PURPOSE**

The Faculty Research Manager is responsible for strategic advice and support to senior management of the Faculty to increase research income and continue the development of research culture. Operationally, the Research Manager provides an efficient and effective research infrastructure to enable the achievement of the Faculty's research goals and objectives.

**B PRIMARY ACCOUNTABILITIES**

In consultation with the Associate Dean, Research, the Research Manager is accountable for enhancing the research income and research outcomes of the Faculty.

The Research Manager:

- provides strategic advice to the Associate Dean, Research and Faculty in areas related to government research priorities and external research funding opportunities; research centres directions and needs; the commercialisation of research and research collaboration with industry, government and professional bodies.
- provides policy advice and support to the Faculty Research Committee, its subcommittees and working groups which includes managing and reporting on the Faculty's internal grants scheme and OSP to ensure objectives are met.
- initiates, coordinates and implements the Committee's meetings and procedures.
- develops and implements the Faculty Research Plan and reports on progress.
- collaborates with researchers to develop high quality research grant proposals, including provision of technical information on budgets and project management, reviewing and editing proposals for content
- identifies, develops, implements and manages projects that will enhance the Faculty's research profile and help achieve the research objectives of the Faculty, in consultation with the Executive Dean, Faculty General Manager and Associate Dean, Research.

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- develops and implements a communications strategy, in conjunction with the Faculty Marketing Officer, to promote the Faculty's research excellence and strengths and our achievements internally and externally.
- manages and reports on the Faculty research budget to ensure researchers achieve their reporting and research objectives by developing and implementing procedures, systems, and reporting mechanisms to monitor both internal and external research income. As part of this, liaises with the Research Office, Office of Financial Services and Human Resources on matters of research funding, contracts and other matters to assist the Faculty in achieving its research objectives
- provides information, reports and advice to researchers on project budget management, contractual matters and issues such as intellectual property rights, risk management and ethics and how to access advice in more complex situations.
- provides advice and support to researchers in managing their research assistants.
- manages administration of the research degree program in the Faculty to ensure graduation of high quality students within the specified time limits by working with the relevant central administration offices on complex matters related to research degree students, including scholarships, implementation of new courses and the updates of handbooks and databases.
- ensures the Faculty guidelines and procedures on recruitment and supervision of research students are in place and conform to University policy and procedures and that mechanisms are in place to foster a research culture amongst the Faculty's students.

### Other

Any other duties within the staff member's level of competence as required.

### C REPORTING RELATIONSHIPS

The Faculty Research Officer reports to the Associate Dean, Research.

The Research Degrees Administrator and any casual support staff employed within the Faculty Research Office report to the Research Manager.

### D ORGANISATIONAL RELATIONSHIPS

The Faculty Research Office is the first point of contact for Faculty specific administrative and academic information, advice and support for:

- Faculty academic staff involved in funded and unfunded research projects
- Faculty research degree students
- Faculty research degree supervisors
- Prospective students and researchers

### E SUPERVISION AND INDEPENDENCE

The Research Manager has the delegated authority to manage the Faculty's research grant support mechanisms and to approve

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- all research grant expenditure in the Faculty and
- casual and fixed term contracts for staff employed on research grants.

Development and operation of research support mechanisms will be within the parameters of Faculty and University research policy and budgetary constraints. The Research Manager consults with the Associate Dean, Research and the Faculty General Manager on matters which appear to conflict with policy or exceptions to policy or budgetary constraints.

### F PROBLEM SOLVING AND JUDGEMENT

The Research Manager will need to:

- maintain a comprehensive understanding of research policy in the higher education sector and the resulting changes within the University for their flow on effects. All existing research-related strategies, guidelines and procedures within the Faculty for staff and students will need to be reviewed and updated where needed.
- identify untapped funding sources for researchers and linking researchers with research opportunities appropriate to their needs.
- balance conflicting needs and expectations of experienced researchers areas traditionally focused on research with needs and expectations of early career researchers and areas not traditionally identified as research oriented.

### G RECOURSE TO HIGHER LEVEL

The Faculty Research Office provides the management and policy link between the Faculty's research program, the rest of the University and the external research environment. The Faculty Research Manager may consult with the Executive Dean, Associate Deans and Department Heads regarding aspects of the Faculty's research management and services. The Faculty Research Manager may also refer matters to the Deputy Vice-Chancellor (Research), the Deputy Vice-Chancellor and Provost and other senior managers of the University. The Faculty Research Manager will also have a close working relationship with the University's Research Office and HDR Office.

### H DIMENSIONS AND DELEGATIONS

The Faculty Research Office is made up of ? academic positions (1.0 Associate Dean, Research Degrees Coordinator) and ? continuing administrative positions (Research Manager and ?). Casual administrative staff provide assistance, as required. Secretariat is provided for the Faculty Research Committee.

Income for 2008 is budgeted to be \$?. In 2008 ARC grant income will be approximately \$?. Internal and external research funding is managed through approximately ? research activity codes. Research assistants are continually changing with around 50 employed at any one time.

Advice and support is provided for ? research centres in the Faculty and ? CORES

There are approximately ? research degree students and ? Honours students.

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The Faculty Research Officer has financial delegation for???

### **I QUALIFICATIONS AND SKILLS**

#### **Essential**

- Detailed and in depth understanding of the research environment in a tertiary institution
- High level understanding and ability to interpret and apply University and relevant external, policy and procedures
- High level skills to communicate in person and in writing with committees, university and faculty management and highly skilled academics
- Managing multiple tasks and projects and setting competing priorities within inflexible deadlines
- Negotiation skills with groups and individuals
- Managing resources both human and financial directly for Faculty Research Office and indirectly with academics of their research funding who often have little understanding of issues involved.