

Position Description

Senior Research Development Manager

Position Number: 00062812
Position Title: Senior Research Development Manager
Date Written: June 2018

Faculty / Division: Division of Research
School / Unit: Research Strategy Office
Position Level: Level 10

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Demonstrates Excellence

Delivers high performance and demonstrates service excellence

Drives Innovation

Thinks creatively and develops new ways of working. Initiates and embraces change

Builds Collaboration

Works effectively within and across teams. Builds relationships with internal/external stakeholders to deliver outcomes

Embraces Diversity

Values individual differences and contributions of all people and promotes inclusion

Displays Respect

Treats others with dignity and empathy. Communicates with integrity and openness

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The role of the Research Strategy Office (RSO) is to enhance UNSW's research performance and profile by working with Faculties, research teams and researchers to initiate, facilitate and secure new national and international research funding bids and Fellowships, enhance UNSW's research profile and increase the level, quality and diversity of research funding.

The Senior Research Development Manager is responsible for providing leadership in the development and delivery of major research initiatives, funding opportunities and prestigious grants schemes across UNSW research activities, and supporting opportunities aligned with UNSW's research strategy.

They will be proactive in providing strategic advice and assistance in the development of high quality, competitive research grant applications and major research opportunities for UNSW researchers across all types of research activity and funding.

The Senior Research Development Manager will represent the RSO, UNSW and the Director, RSO at various meetings and act for the Director during periods of leave. The position is a senior member of the RSO and contributes to the development of strategic plans, policy and procedural documents and operational protocols for the RSO and undertakes process and documentation reviews.

The role of Senior Research Development Manager reports to Director, RSO, and has four direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Actively foster and enhance UNSW's research profile and increase the level, quality and diversity of research funding, across all category I funding, and other government funding schemes;
- Identify and develop strategies to target major funding opportunities across all research areas, including category I and category II funding schemes;
- Deliver high level support to UNSW researchers to ensure submission of high quality, competitive research funding proposals including provision of:
 - early expert advice on research grant and/or research strategy and on ways to develop and enhance research funding proposals;
 - feedback on draft research funding proposals, assessments, reviews or second/third stage reviews for grant applications;
 - detailed strategic support documentation for grant applications; and
 - expert advice and feedback to unsuccessful applicants, and options for resubmission.
- Coordinate major research funding proposals and grant applications that require a cross-discipline approach and involve multiple faculties and teams of researchers;
- Develop protocols, guidelines and instructions to assist applicants in formulating highly competitive research funding proposals;
- Provide strategic advice and be responsible for the establishment of new UNSW Research Centres from both external and internal funding sources, and oversee performance reviews of existing UNSW Centres;
- Proactively target UNSW researchers including early-career researchers for mentoring and assistance, including facilitating their engagement with other UNSW researchers and external organisations;
- Represent UNSW and the Director, RSO to external organisations and funding bodies at state and national levels and maximise networking opportunities. Develop and maintain effective relationships with key contacts in these organisations;

- Develop and maintain effective relationships with relevant internal stakeholders, including researchers, Faculty Deans, Associate Deans (Research), Heads of School and School managers and administrators, and staff members in the Grant Management Office, Researcher Development Unit;
- Provide strong mentoring and line management to the Research Development Managers (Levels 8/9);
- Provide high level strategic reports and advice to the Director, RSO, Pro Vice Chancellor (Research), Deputy Vice Chancellor (Research) and other senior staff as required;
- Be fully informed on current funding guidelines, legislative, political, economic, academic and industry policy matters;
- Identify risk factors in research applications and develop ways of negating or minimising these risks;
- Implement the UNSW Health and safety management system within your area of responsibility.

SELECTION CRITERIA

- Post-graduate qualification and/or an equivalent level of knowledge gained through a combination of education, training and/or extensive experience in a major research or Government portfolio;
- Proven outstanding written and oral communication skills;
- High level knowledge and understanding of the Australian higher education sector and knowledge of the research environment and funding schemes;
- Extensive experience in a major research, industry or Government portfolio including a track record of achievement in providing support and critical feedback to applicants throughout the development and success of major research funding proposals, and/or successful business case development and delivery in industry or Government;
- Demonstrated highly developed project management capabilities with evidence of high level of prioritisation and time management skills;
- Ability to mentor and supervise staff with varying qualifications and experience;
- Demonstrated negotiation and consultation skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters;
- Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.