

POSITION DETAILS

POSITION TITLE	Manager, Research Development (Centres)
SCHOOL / DEPARTMENT	DVC Research Portfolio
FACULTY / PSU	DVC Research Portfolio
CLASSIFICATION	SGS 1
REPORTS TO	Director, Research Development and Collaboration

PRIMARY FUNCTION

Reporting to the Director, Research Development, the Manager (Centres) will lead, develop and coordinate the implementation of university-wide strategies to optimise successful outcomes for major research initiatives, particularly those relating to Centres such as ARC Centres of Excellence, NHMRC Program Grants and Centres of Research Excellence, and Cooperative Research Centres (CRCs).

The Manager (Centres) will be pro-active in identifying major research opportunities and building collaborative partnerships within the University and with key external partners focussed on developing competitive funding proposals for Centres and major initiatives (EIF for example). He/she will provide strategic advice and assistance to academic leaders, researchers and external partners to develop high quality, successful research grant applications. The Manager (Centres) will maintain close relationships with major funding bodies and research partners to support negotiation of funding agreements and successful establishment, management and compliance of Centres with all internal and external requirements, including integration and alignment with academic/administrative structures and lines of reporting across the University.

These goals will be strongly aligned with the objectives of the research strategic plan, including developing research capacity of Sydney researchers, facilitating research excellence in both disciplinary and cross-disciplinary areas, building critical mass and targeting investment and providing organisational support to enhance the University's research capabilities.

OVERVIEW OF THE PORTFOLIO AND POSITION CONTEXT

The University of Sydney is committed to continued improvement in its research performance, maintaining its leading role within Australia and improving its competitive position internationally in order to contribute to the economic, social and cultural well-being of Australia and the wider world. To realise this vision the University is implementing strategies that will attract and nurture the brightest researchers and support them to undertake research that makes an original contribution to knowledge or understanding; focussing its research activities to create areas of critical mass and coordinate investment in key strategic research areas; aligning its organisational structure to support capabilities in key disciplines and cross-disciplinary areas; and building capacity to undertake many different kinds of research translation including intellectual property protection and commercialisation.

The DVC Research Portfolio currently includes five groups that support the DVCR and researchers to achieve the University's research goals:

1. **Research Development and Collaboration** leads the development and implementation of research strategies, policies, programs and projects, for the university and individual researchers and research groups
2. **Commercial Development and Industry Partnerships** leads the development and implementation of research commercialisation strategies, policies, programs and projects, for the university and individual researchers and research groups
3. **Research Grants and Contracts** leads the design and delivery of services, systems and processes to support researchers apply for and comply with conditions of grants and funding

4. **Research Integrity and Ethics Administration** leads the design and delivery of services, systems and processes to establish and maintain researcher and institutional compliance with standards and codes of conduct relevant to research
5. **Research Reporting, Analysis, Data & Systems** leads the development and maintenance of research data sets and systems to enable analysis and reporting on the research capability of the University.

The DVC Research Portfolio also includes core research infrastructure facilities including Sydney Microscopy and Microanalysis (SMM) providing a core set of state-of-the-art microscopy and microanalysis services to researchers.

The DVCR also provides oversight for the governance and operations of the Charles Perkins Centre and The Brain and Mind Research Institute (BMRI).

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1.	Provide high level advice to the Director, Research Development and Collaboration and the DVCR on strategies to maximise the quality of research undertaken in the University and optimise University researchers' access to funding.	<i>Ongoing</i>
2.	Take responsibility within the Research Development team for identifying and developing strategies to target major funding opportunities, with particular reference to funding centres, large research consortia and other multi-party ventures.	<i>Ongoing</i>
3.	Provide high level advice and support to Division Chairs and Deans on processes and systems to enhance the development of successful applications for funding of research centres and major initiatives led by or involving their Division/Faculty, including appropriate support for identified researchers.	<i>Ongoing</i>
4.	Provide strategic support to University of Sydney researchers to ensure submission of high quality proposals for competitive research consortia and centre grant applications including: <ul style="list-style-type: none"> o Providing early expert advice on research grant strategy and on ways to develop and enhance research grant applications; o Providing feedback on draft applications, rejoinders, reviews or second/third stage reviews o Preparing researchers for interview processes including coordinating and managing mock interviews o Providing expert advice and feedback to unsuccessful applicants. 	<i>Ongoing</i>
5.	Provide strategic advice and support to leaders of new University research institutes and Centres, including in partnership with the Commercial Development and Industry Partnerships (CDIP) team and other relevant stakeholders, providing assistance with negotiation and execution of funding agreements and establishing compliance with internal and external governance and other policy and regulatory requirements.	<i>Ongoing</i>
6.	Provide high level advice and support to the Director, Research Development and Collaboration with regard to performance reviews of existing Sydney Centres and major research initiatives and in management of the outcomes of the reviews.	<i>Ongoing</i>
7.	Represent the University of Sydney to external organisations and funding bodies at state, national and international levels and maintain effective relationships with key contacts in those organisations (including industry partners in collaboration with CDIP) to advance the interests of the University and secure funding for its centres and major initiatives.	<i>Ongoing</i>
8.	Provide high level advice and support to the Director, Research Development and Collaboration to develop and maintain the successful functioning of a network of people engaged in research development across the university.	<i>Ongoing</i>

KEY RELATIONSHIPS

INTERNAL		
MAIN CONTACT	FREQUENCY	PURPOSE
Key contacts across the DVC Research portfolio Key research leaders across the University Distributed research development team Associate Deans (Research) Faculty/Division research committees Learning Solutions	Daily/Weekly	Advise/coordinate activities/implement processes and systems

EXTERNAL		
MAIN CONTACT	FREQUENCY	PURPOSE
Relevant ARC and NHMRC staff Commonwealth and state government contacts responsible for research funding Other organisations responsible for research funding	Weekly	Liaise/negotiate/advocate

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The incumbent in this position is required to display significant capability for independent decision making, exercise of good judgement and expertise in the area of research development to influence the strategic direction of research development across the University including the research opportunities the University pursues.

The level of decision making in relation to Centres requires a complex level of knowledge and experience in developing and leading teams working on research proposals with both academic and non-academic bodies.

POSITION DIMENSIONS

STAFF DATA	
NUMBER OF DIRECT REPORTS TO THIS POSITION, CLASSIFICATION AND NUMBER OF INCUMBENTS.	0
NUMBER OF REPORTS VIA SUBORDINATES (INDIRECTLY) TO THIS POSITION, CLASSIFICATION AND NUMBER OF INCUMBENTS.	0
FACULTY/PSU SIZE	Approximately 100
FINANCIAL DATA	
SALARY BUDGET	0

NON-SALARY BUDGET	N/A
GRANT BUDGET	\$370m (research income)

KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

CRITERIA	ESSENTIAL	DESIRABLE
Excellent interpersonal, oral and written communication skills, and the ability to negotiate and influence strategic research funding related matters with members of executive management, external bodies and individuals	✓	
Demonstrated experience in developing, implementing and critically evaluating business systems and processes at an organisation wide level and in tailoring these to an organisation's strategic direction	✓	
Demonstrated experience in contributing to strategy and policy development, planning and policy review and implementation	✓	
Understanding of the approvals processes relating to grants, funding and government related matters	✓	
Strong understanding of the higher education sector environment and culture	✓	
Track record of achievement in the development and success of major research grant applications, and/or successful business case development and delivery in industry or Government	✓	
Demonstrated experience and commitment to operating as part of a high performing collaborative team	✓	
Relevant tertiary qualifications; post-graduate qualifications and/or relevant experience		✓

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

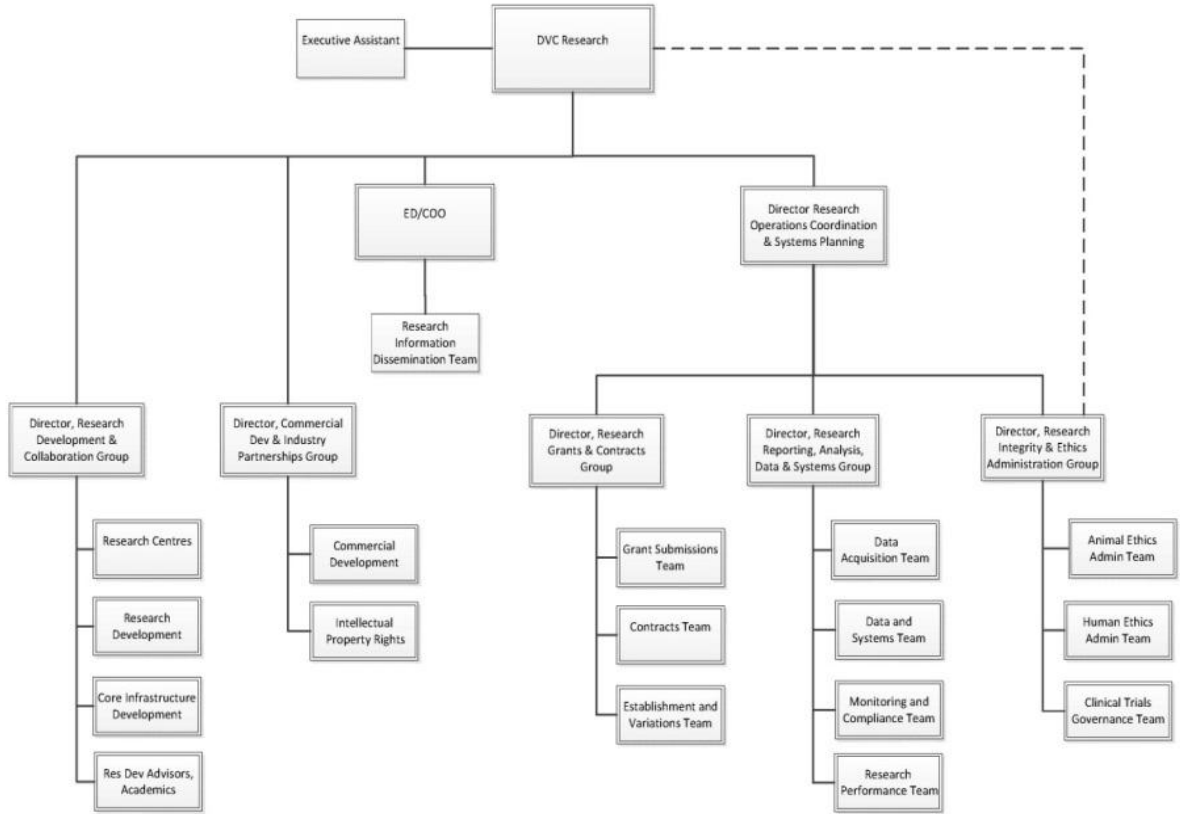
Demonstrated understanding of the incorporation into University life of the principles of Equal Employment Opportunity and Affirmative Action; and ability to work positively with staff and students from a diverse range of backgrounds.

OCCUPATIONAL HEALTH AND SAFETY

Understand your OHS responsibilities and actively ensure the health, safety and wellbeing of yourself and others at work in accordance with your delegated authority, as described in the University [OHS Policy and Guidelines](#).

ORGANISATIONAL CHART

Research Portfolio Groups & Teams



SIGNATURE

DELEGATED OFFICER	Deputy Vice Chancellor (Research)
SIGNATURE	
DATE	

HR USE ONLY

CLASSIFICATION DATE	29 November 2010	CLASSIFICATION CODE	SGS2010 – JE - 58
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