

POSITION DESCRIPTION TEMPLATE

For levels 6/7 and above

Position Title: Senior Manager Research Grants & Development Level: 10
 Faculty/Division: Research & Innovation Division
 Department/Location: Research Services Office

Primary purpose of the position:

The Senior Manager Research Grants & Development is responsible for providing strategic direction in the delivery of support and services to UOW researchers seeking competitive research funding. This incorporates the provision of training and the maintenance of procedures and practices that support Research Institutes and Strengths, faculties, and emerging research areas in all aspects of their research grant activities.

Position Environment:

The Research Services Office (RSO) is located in the Research & Innovation Division. The RSO is the central coordination point for all of the University's research grant & fellowships, research ethics, research information systems and Higher Degree Research Student activities. The Senior Manager Research Grants & Development is expected to liaise and communicate with all levels of the organisation. In particular, the position works closely with the Deputy Vice Chancellor (Research), Dean of Research, RSO Director, Global Challenges Program Director/Academic Leaders, Faculty Executive Deans, Associate Deans (Research), Directors of University Research Institutes and Strengths, and academic and administrative staff involved in applying for and managing research grants.

Major Accountabilities/Responsibilities:

Responsibilities	Outcome	Percentage of Time
1. Provide effective leadership and direction for research development and grants activities at the University	<ul style="list-style-type: none"> Grants team operates effectively and in an environment geared to continuous improvement. Strategic advice and feedback on research grant and fellowship activities provided to researchers, Deans, Directors and the senior executive as required. 	Ongoing
2. Provide strategic direction to improve and grow grants activity in the health and medical research area.	<ul style="list-style-type: none"> Establish mechanisms to ensure effective interactions between the RSO and IHMRI, the Graduate School of Medicine and other emerging health and medical research groups or strengths. Identify and promote key national and international research grant funding sources for health and medical research (including Australian Competitive Research Grants and other funding sources). Oversee the submission of all applications to 	15%

		the NHMRC in collaboration with the Senior Grants Officer (Health & Medical)	
3.	Provide strategic direction to establish and grow grants activities in the international research area.	<ul style="list-style-type: none"> Identify, promote, and develop training for, key international research grant funding sources (e.g., Bill and Melinda Gates Foundation, Horizon 2020 etc). Provide targeted support for key international research collaborations (e.g. management of contract negotiations; preparation of promotional material etc) 	15%
4.	Provide research grants support to targeted areas	<ul style="list-style-type: none"> Provide strategic support and assist with the development of proposals from targeted researchers and research teams across all disciplines including Research Institutes and Strengths, Centres of Research Excellence, Global Challenges initiatives and large collaborative or interdisciplinary teams. Development of major funding proposals (e.g., ARC Industrial Transformation Research Program Hubs & Training Centres, Centres of Excellence, NHMRC Centres of Research Excellence, EIF bids etc.) Provide advice on strategy, interpretation and compliance of applications with funding agency guidelines, University policy and procedure and administrative review of applications. Development of research funding strategies for emerging researchers in consultation with faculties, Research Institutes and Strengths. 	15%
5.	Oversee post-award management of research grants	<ul style="list-style-type: none"> Negotiate complex funding agreements for large collaborative research projects involving UOW researchers, other Universities and commercial partners, including Centres of Research Excellence and Linkage grants. Provide advice to research staff transferring grants from and to other universities. Provide strategic advice to researchers and administrative staff regarding complex variation requests. Oversee the development of improved procedures and processes for ensuring compliance with grant reporting requirements. 	15%
6.	Develop, implement and evaluate strategic research projects	<ul style="list-style-type: none"> Work closely with DVC(R), Director RSO and key academic and administrative research staff on identified strategic projects (e.g., Grant Information System, analysis of research grant data reports to monitor and benchmark performance). 	15%
7.	Oversee the management of selected internal funding schemes (Research Strengths, Fellowships, Major Infrastructure, International).	<ul style="list-style-type: none"> Revise existing, and develop new guidelines where required. Develop mechanisms and procedures to support rigorous internal selection processes. 	10%
8.	Oversee academic nominations for	<ul style="list-style-type: none"> Work with DVC(R), Director RSO and faculties 	5%

	prestigious, high esteem external research awards and fellowships	to target suitable candidates for awards and fellowships <ul style="list-style-type: none"> • Provide strategic advice and feedback on applications to nominees and liaise with external referees. 	
9.	Represent the RSO and/or RAID on relevant University committees and at external conferences and events.	<ul style="list-style-type: none"> • Information provided for, and research priorities represented at, relevant University Committees. • Coordinate University representation/participation at relevant external events via the development of presentations, posters etc. 	5%
10.	Assist the Director, RSO as required	<ul style="list-style-type: none"> • Director's matters dealt with promptly. 	5%
11.	Manage the performance, training, and career development of the Research Grants team.	<ul style="list-style-type: none"> • Performance planners maintained for all staff. • UOW policies for human resources adhered to. • Staff development opportunities identified. 	Ongoing
12.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace.	Ongoing
13.	Adhere to principles & practices of WH&S	To ensure a safe working environment for self & others.	Ongoing

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Director, Research Services Office
The position supervises the following positions:	Research Grants Manager; Senior Grants Officer (Health & Medical); Research Development Officer; Research Grants Assistant (co-supervisor).
Other Key Contacts:	Deputy Vice Chancellor (Research) Dean of Research Executive Deans/Associate Deans Research Research Institute & Strength Directors Global Challenges Program Director/Academic Leaders Faculty Research Managers Management Accountant, Financial Services University Lawyer, Personnel & Financial Services Managers of Innovation and Commercialisation

Key Relationships:

Contact/Organisation:

National Health & Medical Research Council
Australian Research Council
International funding agencies

Purpose & Frequency of contact

Pre & post award NHMRC grant matters – monthly
Pre & post award ARC grant matters – quarterly
As required

Key Challenges:

1. Capacity to interpret national funding trends and advise on strategies for maximising UOW's research funding base and performance.
2. Capacity to provide strategic advice and feedback to applicants to develop and manage their research funding, including interpreting funding agency guidelines and advising on post-award activities.
3. Developing strong relationships with staff in University faculties and research strengths across a range of disciplines to promote and advise on grant funding opportunities.

Selection Criteria - Knowledge & Skills:

Essential:

- Working knowledge of competitive research grants schemes (e.g., Australian Research Council, National Health & Medical Research Council etc.).
- Demonstrated track record in managing multiple complex strategic projects, including highly developed organisational skills.
- Ability to interpret complex funding guidelines and provide strategic advice to applicants.
- Demonstrated high level problem solving skills including high level interpersonal, communication and negotiation skills, with proven ability to take initiative and work independently.
- Ability to analyse national policy trends in higher education, particularly as it relates to the broad research and innovation portfolio.
- Ability to think laterally and develop innovative solutions to complex problems.

Desirable:

- Understanding of national higher education research trends and policies, particularly within key government funding agencies (eg, ARC, NHMRC, DIISR).

Selection Criteria - Education & Experience:

Essential:

- Relevant postgraduate degree and extensive relevant experience; or equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in critically reviewing and editing complex research funding applications and providing constructive/strategic feedback.
- Experience in the use of databases to collect and analyse data and report on performance.
- Experience in negotiation of grant agreements with industry and government agencies.

- Experience in managing a team to achieve common goals and objectives.
- Demonstrated experience in developing collaborations and partnerships with a wide range of external partners, including industry, government and community agencies.

Desirable:

- Research experience, which may be from working as part of a team or postgraduate studies.

Personal Attributes:

- Capacity to liaise with individuals from a wide range of backgrounds at all levels and to maintain confidentiality.
- Receptiveness to new concepts and challenges.

Special Job Requirements:

- Capacity to work additional hours during peak grant submission periods

Approval:

Approved by Head of Unit:

Sharon Martin, Director, Research Services Office

Date: April 2014

Approved by Human Resources:

Date: April 2014
