

**Manager
Research Grants and Major Projects**

Position Title:	Manager, Research Grants	Position Number: 14145	Faculty/Division: DVC&VP(R)
Classification:	HEO10	No. Direct Reports 6 & Highest Classified Position: HEO8	School/Branch: Research Branch
FTE:	Reports to: (Title) Director, Research Branch	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Research Grants Unit
Position Summary:	<p>The Research Branch provides administrative support services to the University's Research community in relation to competitive research grant opportunities, applications and awards, research ethics and compliance administration, research relating reporting and data collections; and general and strategic advice to researchers and research leaders.</p> <p>The Manager, Research Grants oversees the provision of central support in relation to the University's competitive research grant applications and awards, manages the Grants Unit staff, coordinates the University's major research program applications, liaises with senior research leaders in relation to grant related strategies and acts for the Branch Director as required.</p>		
Position Characteristics:	Scope	Working under broad direction this position provides administrative support services to the University's research community in relation to competitive research grant applications and awards.	
	Significant internal/external relationships	<ul style="list-style-type: none"> ▪ Deputy-Vice Chancellor & Vice President (Research) and Office of DVC&VP (R) staff ▪ Executive Deans, Associate Deans (Research), Heads of Schools and Research Grant Applicants. ▪ Financial Services and Human Resources. ▪ Research funding bodies. ▪ Research partner organisations. ▪ Research Branch Leadership Team. ▪ Research Branch Office of Research Ethics, Compliance and Integrity (ORECI) ▪ Research Branch, Research Data and Systems team ▪ Research Accounting Team, Financial Services. ▪ Affiliated Research Secretariats. ▪ Adelaide Research and Innovation Pty Ltd Legal Counsel and Commercial Development Managers. 	
	Special conditions	Reasonable workplace adjustments will be made for people with a disability. Some travel and out of hours work is required	
	Delegations	HR delegations relevant to Grants Unit staff. Signing Research Grant applications in the absence of the Director.	

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<p>Key Responsibilities and Outcomes</p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	1	Oversees the provision of central support in relation to the competitive research grant applications and awards.	<ul style="list-style-type: none"> ▪ Develop, manage and monitor internal management protocols and service delivery standards in relation to competitive research grant programs. ▪ Develop and provide a range of research support services, including contributions to systems development and management strategies. ▪ Contribute to the effective management of the Research Branch and specifically the Grants Unit, including team leadership, staff supervision and process reform.
	2	Coordinates major research program applications.	<ul style="list-style-type: none"> ▪ Be responsible for managing a portfolio of major research programs (e.g. CRCs, Centres of Excellence) and other grants, including but not exclusively, development of internal documentation and processes, the interpretation of award conditions, program guidelines and sponsor liaison/negotiation and contract interpretation. ▪ Convene, manage or contribute to University working parties responsible for developing policies, frameworks or procedures relating to major grant programs.
	3	Liaises with research leaders in relation to grant related strategies.	<ul style="list-style-type: none"> ▪ Represent Research Branch in discussions and joint initiatives with research and academic leaders, government and other stakeholders in relation to the portfolio. ▪ Undertake investigations and prepare reports and submissions as requested.
	4	Acts for the Branch Director.	<ul style="list-style-type: none"> ▪ In the absence of the Director, take responsibility for Branch matters relating to research grant applications and awards.
<p>Criteria</p>	<p>Capabilities and Behaviours</p>	Exemplifying Personal Drive and Integrity	<ul style="list-style-type: none"> ▪ Constantly aspiring to standards of excellence while respecting organisational, legal and public policy guidelines ▪ Treating people fairly and equitably and being transparent in dealings with them. Holding others to high standards of ethical conduct ▪ Sustaining personal energy and productivity despite frustrations and encouraging team members to do the same
		Communicating with Influence and Impact	<ul style="list-style-type: none"> ▪ Confidently and succinctly articulating a compelling branch “picture” of what is needed from others. Demonstrating that ideas have been well thought through ▪ Making sure relevant stakeholders and influencers are listened to and included in communications so a mutually understood position is achieved ▪ Keeping relevant people updated on changes and status against original communications

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		Thinking and Acting as One Team	<ul style="list-style-type: none"> ▪ Considering the branch and University's perspective in analysis, problem solving and decision making ▪ Consulting peers and colleagues on key decisions and planning to ensure alignment with branch and division goals ▪ Assessing the impacts of own decisions on other areas of the University and addressing any issues and concerns with them
		Strategic Thinking and Acting	<ul style="list-style-type: none"> ▪ Creating an engaging vision for own area. Translating the branch strategies and priorities into realisable goals for own area ▪ Including the perspectives and input from key colleagues and staff to decide priorities ▪ Setting priorities for implementation and co-ordinating the necessary resources to make the plan happen
		Responsiveness in Decision Making	<ul style="list-style-type: none"> ▪ Seeking sufficient stakeholder input to make a balanced decision ▪ Modifying decisions only where subsequent argument or experience is compelling ▪ Holding self and others to account for their commitments
		Fostering Excellence in Learning and Inquiry	<ul style="list-style-type: none"> ▪ Stimulating team member's thirst for learning, to gain wisdom from experience and to turn knowledge into practical know-how ▪ Stretching team to grow in chosen fields through learning forums (e.g. workshops, conferences, further studies)

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	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> ▪ Substantial experience in research management and administration. ▪ Extensive demonstrated ability to plan, document, implement and monitor processes and activities designed to improve administrative efficiency and output. ▪ Experience in the supervision and management of staff in a team environment. ▪ Exceptional interpersonal, conceptual and analytical skills. ▪ Demonstrated ability to communicate effectively with University staff at all levels and representatives of government and other research granting agencies. ▪ A commitment to and the relevant skills for developing and providing a range of research support services. ▪ Exceptional interpersonal, written and oral communication skills, including experience in the development of policy. ▪ Demonstrated strong financial management skills ▪ Demonstrated ability to act with a large degree of autonomy and under broad direction to undertake a range of complex tasks with minimal direct supervision and within tight time constraints. ▪ Relevant computing skills and experience in applying information systems technologies to support enhanced management strategies. ▪ An understanding of national research funding opportunities, mechanisms and research management in the University environment.
	<p>Qualifications</p>	<ul style="list-style-type: none"> ▪ Postgraduate qualification and/or tertiary qualification, with extensive experience and expertise in research administration and management
<p>Occupational Health, Safety and Welfare Requirements</p>		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.

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University Expectations	All staff are expected to: <ul style="list-style-type: none">• Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;• Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions;• Perform their responsibilities in a manner which reflects and responds to continuous improvement; and• Read, understand and comply with all University policies and procedures.	
Approvals: Head of School / Branch Manager	Head of School / Branch Manager Name: Signature: Date:	Director Human Resources Name: Signature: Date:
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:	