Manager, Research Collections and Systems
POSITION DESCRIPTION

Position Title:	Manager, Research Collections and Systems	Position Number: 00013706	Faculty/Division: DVC&VP (Research)
Classification:	HEO9	No. Direct Reports 5 & Highest Classified Position: HEO7	School/Branch: Research Branch
FTE:	Reports to: (Title) Director, Research Branch	Fixed ☐ Continuing ☒	Discipline/Unit: N/A

Position Summary:	The Research Branch is positioned within the Division of the Deputy Vice-Chancellor (Research) and assists the University in achieving its goal of international distinction by providing support and assistance with • Research funding opportunities • Research grant administration • Research policy • Research ethics and compliance administration • Research related reporting and collections (Higher Education Research Data Collection (HERDC) publications collection and Excellence in Research for Australia (ERA) • The provision of general and strategic advice to researchers and research leaders The Manager, Research Collections and Systems will work under broad direction and oversees all the activities related to Research Systems management and research data collections and reporting including Excellence in Research Australia (ERA) and the publications Higher Education Research Data Collection (HERDC) to ensure the University meets its research related data reporting requirements. These activities may vary in number and extent, depending on changing requirements. The Manager, Research Collections and Systems is expected to provide advice, guidance and mentoring to team members and be willing to work in a team environment to meet its research related data reporting requirements related to research performance and in particular the submission of HERDC and ERA collections.

Position Characteristics:	Scope	The Research Branch provides advice and administration, on funding opportunities and rules for competitive research grant applications and awards. The Branch also administers applications for approval to conduct research involving human participants, the use of animals and/or genetically modified organisms (GMOs). The Branch is also responsible research data collections and management and research related reporting.
	Significant internal/external relationships	• Deputy Vice-chancellor (Research) • Director, Research Branch and Research Branch staff • Technology Services, Corporate Research Systems Unit, Digital Services Librarians and other relevant Divisional teams. • Associate Deans of Research (all Faculties) • Academics and senior administrative staff in Faculty and School offices throughout the University of Adelaide • Research administration system software vendors • Senior staff at Go8 Universities
	Special conditions	High-level of confidentiality is required. Out of hours work and interstate travel may be required. Reasonable workplace adjustments will be made for people with a disability.
	Delegations	The position holds delegations according to the delegations table.

Recruitment Handbook	Recruitment Procedure	Effective Date:	31 August 2015	Version 2.0
Authorised by	COO and Vice-President (Services and Resources)	Review Date:	31 August 2018	Page 1 of 6
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Key Responsibilities and Outcomes	1	Oversees the maintenance and operation to the University's core Research Administration Data Management System.	▪ Oversee the effective management of the Research Branch and specifically the Research Administration Data Management Systems, including team leadership, staff supervision and process reform by development, management and monitoring of internal processes and quality standards in relation to systems support and operation.
Describe the key responsibilities and outcomes required for the role in the normal course of work			▪ Develop and implement procedures for collection, collation and verification of research administration related data including research grant applications and awards; ethics applications and approvals; and the University's mandatory external research reporting requirements, including HERDC and ERA.
			▪ Convene and lead regular meetings with other reporting units within the university to ensure systems are maintained and operational to ensure the timely and accurate collection and reporting of research management data for the University.
	2	Oversees the University's reporting requirements related to ERA and HERDC.	▪ Oversee the collection of research outputs and measures for ERA and HERDC reporting requirements, including adequate and comprehensive checks and verification of these data by development and management of consultation and reporting procedures to ensure that tracking of progress can be achieved.
			▪ Develop and implement procedures for collection, collation and verification of research outputs and measures for submission for ERA and HERDC by ensuring compliance with ERA Guidelines and HERDC specifications.
			▪ Manage the analysis of research management data and production of research management reports for use by the University's senior management and research managers.
			▪ Interact with academic and professional staff in the University for the purposes of data collection and verification.
			▪ Provide training and support the HERDC publications coordinators.
	3	Manages people	▪ Manage and develop the Research Collections and Systems team as an effective unit by setting direction for ongoing activities, particularly regarding prioritisation of tasks and processes.
			▪ Establish and maintain good links within the Research Branch data collection team and Adelaide Research & Scholarship staff to ensure effective communication and coordination of processes.
	4	Contribute to the effective operation of Research Branch Services	▪ Participate with the Research Branch management team to help set strategic directions for the Research Branch and its core services.
			▪ Act as the Director, Research Branch and take responsibility for Branch matters.
	1	Oversees the maintenance and operation to the University's core Research Administration Data Management System.	▪ Oversee the effective management of the Research Branch and specifically the Research Administration Data Management Systems, including team leadership, staff supervision and process reform by development, management and monitoring of internal processes and quality standards in relation to

Recruitment Handbook	Recruitment Procedure		Effective Date:	31 August 2015	Version 2.0
Authorised by	COO and Vice-President (Services and Resources)		Review Date:	31 August 2018	Page 2 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.				

			• systems support and operation.
			• Develop and implement procedures for collection, collation and verification of research administration related data including research grant applications and awards; ethics applications and approvals; and the University's mandatory external research reporting requirements, including HERDC and ERA.
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			• Provide training and support the HERDC publications coordinators.
Criteria	**Capabilities and Behaviours**	Achievment Drive	• Identifies and handles impediments to achieving outcomes.
			• Demonstrates personal energy, and enthusiasm for programs and projects.
			• Delivers excellent outcomes within deadlines.
			• Demonstrates a passion for excellence and celebrates achievements.
		Communication	• Creates comprehensive reports or other documents to communicate ideas or concepts related to complex or sensitive issues.
			• Presents information persuasively, with skill and power, seeking to influence an audience of critical importance to the University, profession or discipline (e.g. conference presentation).
			• Uses political astuteness to negotiate and reach agreement at a senior level on complex issues.

Recruitment Handbook	Recruitment Procedure	Effective Date:	31 August 2015	Version 2.0
Authorised by	COO and Vice-President (Services and Resources)	Review Date:	31 August 2018	Page 3 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Flexibility and Adaptability	- Plans change to focus on positive aspects and to minimise negative effects on individuals. - Maintains clarity and focus on outcomes in turbulent situations. - Demonstrates willingness to modify a strongly held position in the face of new information. - Builds a culture of continuous improvement within teams.
Leadership	- Encourages and supports others to take on new challenges and opportunities. - Works effectively to reduce silos and encourage collaboration across groups. - Is continually aware of own emotions and manages them effectively to create an effective working environment.
Relationship Building	- Actively uses information gathered from relationships to contribute to the University strategy. - Establishes strong external networks to support University goals. - Develops and utilises networks at a strategic level. - Fosters a culture of openness and flexibility. - Understands when and how to use personal power and relational power underpinned by integrity to influence outcomes. - Seeks to understand the motivations and positions of key stakeholders to identify and build on common points of interest.
Strategic Thinking	- Creates strategic plans to realize organisational goals. - Anticipates situations in the longer term (3-5 years) and acts to create strategic opportunities and address underlying problems - Establishes and maintains business relationships with key stakeholders (government, business, educational partners) to further the interest of the University

Recruitment Handbook	Recruitment Procedure	Effective Date:	31 August 2015	Version 2.0
Authorised by	COO and Vice-President (Services and Resources)	Review Date:	31 August 2018	Page 4 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

	Knowledge and Experience	**Essential**
		• Extensive experience interpreting Government policy, specifications and guidelines associated with research funding and government reporting requirements.
		• Extensive experience in developing, implementing and improving processes and procedures.
		• Demonstrated ability to conceptualise, analyse and solve complex problems.
		• Sound experience with databases, high level Microsoft Excel skills for analysis and the ability to manage data collections.
		• Demonstrated ability to meet competing deadlines and prioritise work within a large complex organisation.
		• Well-developed interpersonal communication skills with the demonstrated ability to lead a team, and to liaise, build and maintain effective working relationships.
		Desirable
		▪ Demonstrated experience in information systems and analysis.
		▪ Experience in the use of database query tools.
	Qualifications	▪ Postgraduate qualifications and extensive relevant experience; or
		▪ Extensive management experience and proven management expertise, or
		▪ An equivalent combination of relevant experience and/or education /training.
Work Health, Safety and Wellbeing Requirements		• All Supervising staff are required to implement and maintain the University's Health Safety and Wellbeing (HSW) 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.

Recruitment Handbook	Recruitment Procedure	Effective Date:	31 August 2015	Version 2.0
Authorised by	COO and Vice-President (Services and Resources)	Review Date:	31 August 2018	Page 5 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

University Expectations	All staff are expected to: • 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 an 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:*(please print)* Signature: Date:	

Recruitment Handbook	Recruitment Procedure	Effective Date:	31 August 2015	Version 2.0
Authorised by	COO and Vice-President (Services and Resources)	Review Date:	31 August 2018	Page 6 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			