THE UNIVERSITY
of ADELAIDE

Position Title:	Research Development Manager	Position Number: NEW		Faculty/Division: Faculty of Engineering, Computer and Mathematical Sciences
Classification:	HEO9	No. Direct Reports & Highest Classified Position: TBC		School/Branch: Faculty Services Portfolio
FTE:	Reports to: Faculty Executive Director	Fixed ☐	Continuing ☒	Discipline/Unit:
Position Summary:	The Faculty Services Portfolio enables School success by providing integrated, outcome-oriented services in support of the Faculty's academic endeavours and strategic vision. The Research Development Manager is a key contributor to the Faculty Services Leadership Team and works in close collaboration with Academic Leadership and other Faculty and University functions. The role is responsible for providing a comprehensive support service to enable high quality research to be undertaken, fostering a collaborative research culture across the Faculty and developing strategic links with key Industry and Government stakeholders. The incumbent will provide exceptional leadership to professional staff in support of academic outcomes and will foster a culture of innovation, service and collaboration.			
Position Characteristics:	**Scope**	The Faculty of Engineering, Computer & Mathematical Sciences is one of five faculties at the University of Adelaide. ECMS comprises seven schools and two major research centres and is responsible for servicing the needs of over 5000 students. ECMS is responsible for teaching a wide range of under-and post-graduate programs, as well as conducting research in all disciplines. ECMS has an annual budget of approximately $140M. ECMS has recently embarked on an ambitious transformation program with the aim of creating an innovative, agile Faculty that is recognised for leadership in education, research and global engagement. Working under broad direction and with considerable autonomy, the Research Development Manager work collaboratively with the Faculty Executive Director, Academic Leaders, relevant University functions and key Industry and Government contacts to drive high quality research and research training related outcomes in support of the Faculty's academic endeavours. The Research Development Manager works in a mutually supportive manner with the Directors of Research Institutes and Research Centres, academic research leaders, and senior staff in the Division of the Deputy Vice-Chancellor Research, to provide high level and comprehensive support, advice and services to the Faculty. The role will seek to identify mutually beneficial opportunities to both attract external research funding and increase high quality and high impact research outputs in the Faculty. The role is responsible for ensuring that all relevant compliance requirements are met and for identifying continuous improvement opportunities that enable a shift towards national and international best practice. This role will lead a team of professional staff, who operate with general supervision, and will enact	

		plans to identify required talent, develop capabilities and realise staff potential.
	Significant internal/external relationships	Executive Deans and Associate Deans (Research) across all faculties
		Heads of School
		Faculty Services Leadership Team
		Deputy Vice-Chancellor & Vice President (Research), Pro-Vice-Chancellors & staff of the Research Division, including the Director, Research Branch and the Director Adelaide Graduate Centre
		Directors of the Adelaide Research Institutes
		Research Accounting, Financial Services
		Engagement Core
		Key external stakeholders in Government and Industry
		RDMs in other faculties
	Special conditions	Some out of hours work and interstate travel may be required
		Some travel between campuses will be required
		Reasonable workplace adjustments will be made for people with a disability
	Delegations	According to the Delegations Table *(Link if appropriate)*
Key Responsibilities and Outcomes Describe the key responsibilities and outcomes required for the role in the normal course of work	1 **Leadership**	• Lead a team of professional staff in the delivery of responsive, outcome-oriented services across the Faculty in alignment with the Faculty Research Plan. • Develop a culture of innovation, engaged enquiry and responsiveness to change within the team to ensure the Faculty is well positioned to capitalise on new opportunities and aims to deliver sustainable high quality research performance & revenue in the Faculty. • Develop capability within the team to support the University development needs and foster the achievement of individual development goals. • Foster a high performance team culture, modelling desired behaviours and implement relevant tools and performance frameworks (University Performance Excellence Framework). • Partner with Academic Leaders, other Faculty Managers, Core and Shared Services to ensure that team accountabilities are clear and that appropriate resources are deployed in response to the Faculty's strategic objectives. • Ensure appropriate Learning and Development practices are in place to support the university's capability development needs and foster the achievement of individual development goals.
	2 **Strategy and Planning**	• Play a lead role in facilitating the development of the Faculty's Research Business Plan. • Provide high quality advice to the Executive Dean and Associate Dean (Research) on strategic and operational research planning and evaluate project research outcomes and use results to inform development of new strategies

			- In alignment with Faculty strategic priorities, seek out and foster key contacts in government and industry as a springboard for ongoing collaborative research activities within the Faculty that results in increased research income and translation of research outcomes. - Drive Faculty specific research opportunity prospecting and research support services. - Provide and coordinate targeted Faculty input into the development of major research proposals, bids and tenders. - Promote best practices for research pre and post grant support with conjunction with the Research Division. - Ensure alignment of researcher support with the Faculty and the University Research Strategy - Actively contribute to & maintain knowledge of Higher Education sector nationally and internationally, transferring knowledge and know-how.
	3	**Delivery and Service**	- Partnering with key Faculty staff to develop new and build existing research project opportunities and coordinate and support Faculty research grant submissions. - Manage and deliver comprehensive research support to the Faculty in accordance with Service Level Agreements including education research support, pre & post grant support, specialised facility and equipment support. - Conduct risk assessments relating to research activities and outcomes and develop risk mitigation strategies in partnership with relevant University & Faculty leaders. - Drive a positive culture of support for local research integrity and compliance matters in the Faculty. - Assist in marketing and promoting Faculty research achievements, strengths and capabilities. - Oversee the development of Research Centre proposal and annual performance reports. - Prepare annual work plans, KPI's and associated annual research budgets to achieve the Faculty's strategic research objectives. - Identify impact of external changes as they relate to Research Services and manage the Research team to deliver on emerging service expectations.
	4	**Financial Accountabilities**	- In partnership with Faculty Finance Manager, Faculty Executive Director and other Faculty leaders prepare & manage budgets that support high quality, research success. - Support the Faculty Executive Director in the achievement and delivery of research revenue outcomes for the Faculty. - Measure, evaluate and report on Faculty and school research funding and income, achievements, alignment with strategic direction and identify any faculty risks, issues and performance excellence. - Analyse relevant data to measure return on investments to inform development of future strategy.
	5	**Innovation**	- Foster a culture of innovation and continuous improvement the Faculty Research Development team by encouraging and actively contributing to the development and review of University wide planning, policies, procedures and business systems to ensure they enable highly effective business practices. - Partner with staff in Schools within the Faculty to improve, streamline and standardise business practices.

			▪ Accelerate the adoption of improved support practices and leverage the experience from other Faculties and Schools across the University by encouraging the active participation in relevant networks and Communities of Practice. ▪ Maintain awareness of the Higher Education sector nationally and internationally to identify emerging trends or risks, share knowledge and enable a shift towards best practice within a university context
Criteria	**Capabilities and Behaviours**	**Leadership**	▪ Works effectively to encourage collaboration across groups ▪ Holds self and others accountable for performance outcomes and behaviours ▪ Leads team to achieve maximum efficiency and productivity. Possesses the knowledge and understanding of management practices to manage performance, clarify expectations, provide coaching and feedback, reward staff, led by example and identify development needs.
		Achievement	▪ Ability and drive to organise resources and deliver excellent outcomes within deadlines. ▪ Identifies and handles impediments to achieving goals..
		Business Acumen	▪ Understands University and external context and applies sound commercial principles planning & decisions within areas of responsibility. ▪ Analyses and understands market trends to makes sound strategic decisions on the investment of time and money to maximise return on investment for the University. ▪ Recognises when and how to apply principles of commercialisation in planning and decision making.
		Strategic Thinking	▪ Maintains a clear sense of strategic direction within the international, national and state contexts ▪ Provides strategic direction within the area or unit in terms of analysis, advice and direction. ▪ Develops and utilises networks at a strategic level…
		Relationship Building	▪ Fosters good relationships between faculty and schools and faculty and shared services. ▪ Builds exceptional relationships with academic and professional contacts, industry and government. ▪ Collaborates across boundaries promoting cohesion…
		Communication	▪ Communicates with influence and impact (both verbally and in writing) with the ability to influence others towards a desired way of thinking or course of action. ▪ Works constructively with peers as part of a leadership team ▪ Creates comprehensive reports or other documents to communicate ideas or concepts related to complex issues.

	Knowledge and Experience	*Essential:* ■ Extensive knowledge and experience in the tertiary research environment, particularly in winning and management of research grant funding. ■ Proven track record of team leadership. ■ Demonstrated knowledge of state and national funding opportunities including competitive schemes. ■ Knowledge of commercial projects and identification of opportunities. ■ Experience managing resources and people to achieve outcomes within deadlines. ■ Demonstrated commitment to a service culture. ■ Proven business negotiation skills in government and/or industry. ■ Proven track record of communication with a diverse client group and stakeholders. ■ Demonstrated experience in providing sound advice including preparation of detailed reports, briefing papers to executive and senior management. ■ Demonstrated ability to manage and resolve sensitive matters at a senior level. ■ *Desirable:* ■ Knowledge of Research administration systems. ■
	Qualifications	■ Post-graduate qualifications (or progress towards) with extensive relevant experience.
Occupational Health, Safety and Welfare Requirements		• 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.
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.

RESEARCH DEVELOPMENT MANAGER
POSITION DESCRIPTION

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:	