

## Position description

### Business Manager

Position number	50174670
Department/Unit	Australian Centre for Financial Studies
Faculty/Division	Faculty of Business and Economics
Classification (salary rates)	HEW 8
Employment type	Full-time
Work location	Collins Street, Melbourne
Date document created or updated	9/12/2013

### Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu)

The **Faculty of Business and Economics'** mission is to engage in high quality research and education across all its disciplines in order to improve the human condition and have a positive impact on a changing world. We are the University's largest faculty in terms of student numbers and our operations cover many disciplines, locations, research, consultancy and educational activities. From a teaching perspective, we offer a comprehensive selection of undergraduate, graduate and postgraduate programs across a range of study areas. In terms of research, we have the scale, capability and business links to influence national agendas and shape business & professional practice within the region. To learn more about the Faculty, please visit our website: [www.buseco.monash.edu.au/index.html](http://www.buseco.monash.edu.au/index.html)

The **Australian Centre for Financial Studies (ACFS)** specialises in leading edge research, aiming to boost the global credentials of Australia's financial sector, facilitate industry-relevant academic finance related research, and support Australia as an international centre for finance research, practice, and education. It is a consortium comprising Monash University, the Royal Melbourne Institute of Technology, and the Financial Services Institute of Australia (Finsia). Under the Consortium Agreement 2012-2016, ACFS is administered by Monash University. The objectives of ACFS are to:

- develop strong linkages between industry, government and academia;
- provide public policy insights and thought leadership in the financial sector; and
- develop a sustainable business model to maintain ongoing viability and critical mass of resources to optimize the work of the Centre.

A key project of the Centre is the CSIRO-Monash Superannuation Research Cluster. This program which commenced in August 2013 is a partnership of four universities, funded by a Flagship Cluster Funding grant from CSIRO over 3 years. ACFS is responsible for leading this project on behalf of Monash, disseminating outcomes, and reporting to CSIRO on progress.

## Position purpose

The Business Manager will make substantial contributions to leading the Australian Centre for Financial Studies (ACFS) which links strongly with the financial sector, regulatory agencies and the academic community.

This Business Manager will play a critical role in the ACFS leadership team by providing operational leadership, strategic planning, designing and implementation of business systems for the ACFS's research and project managing the Centre's major projects and activities.

The position also involves developing and managing key stakeholder relationships and ensuring compliance with all fiscal, statutory and policy requirements and other legal imperatives of University governance.

**Reporting Line:** The position reports to the Executive Director, Australian Centre for Financial Studies, under broad direction with a degree of autonomy.

**Supervisory responsibilities:** The Business Manager will be responsible for the supervision of three staff engaged as research/administrative assistants.

**Financial delegation and/or budget responsibilities:** The Business Manager will be responsible for reporting on the Centre Budget and will have the necessary delegations to undertake regular financial transactions.

## Key responsibilities

1. Manage research-related activities in the ACFS, including planning and management of operations, infrastructure, budget, resources and regulatory compliance and provide expert advice to the senior leadership team and ACFS Board to assist with strategic planning;
2. Provide leadership and management to team members, including developing, coaching and mentoring staff, managing performance and encouraging excellence in research support;
3. Project manage the Centre's major activities and, in particular, lead the co-ordination of the Superannuation Research Cluster, in accordance with agreed/prescribed standards, timeframes and budgets and regularly report and provide advice on these to the Executive Director and other bodies as required;
4. Provide high-level support for research grant activities, including significantly contributing to major grant applications, providing advice, developing networks, designing and implementing business systems and providing administrative and financial management support;
5. Develop and manage key relationships with corporate research partners and sponsors, government and university stakeholder groups and staff of partner universities;
6. In conjunction with the Senior Manager Events and Marketing, develop marketing collateral and promotional material for the Centre;
7. Ensure ACFS research activities are compliant with all University policies and protocols relevant to the funding body and provide sound authoritative advice to staff and stakeholders;
8. Other duties as directed by the Executive Director of the Australian Centre for Financial Studies.

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - post-graduate qualifications in a relevant discipline or progress towards post-graduate qualifications and extensive relevant experience, or
  - an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

2. Demonstrated extensive knowledge and record in practically applying sound business management and research administration skills;
3. Proven experience in working with financial and research budgets;
4. Ability to solve highly complex problems, including through the application/use of sophisticated analytical and diagnostic skills, discretion, initiative, innovation and specialised expertise;
5. Outstanding interpersonal and communication skills, including the ability to prepare professional reports and non-routine correspondence on complex matters and to interact, influence and negotiate at senior levels on complex, sensitive issues;
6. Demonstrated extensive experience in leading and motivating a team of professionals to achieve objectives;
7. Exceptional planning, organisational and project management skills, with the ability to deliver research or program outcomes within designated timeframes.

## Other job-related information

- Travel (e.g. to other campuses of the University) may be required.
- Out of hours work (including evenings, weekends and public holidays) may be required.
- May be required to be available outside of normal working hours, at short notice, for unplanned events or emergency situations.
- There may be peak periods of work during which the taking of leave may be restricted.

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

# Organisational Chart

