

POSITION DESCRIPTION

POSITION INFORMATION

POSITION TITLE:	Faculty Research Manager
WORK AREA POSITION CODE:	11686
FUNCTIONAL UNIT:	Associate Dean (Research)
ORGANISATIONAL UNIT:	Faculty of Health Sciences
CAMPUS:	MacKillop campus, North Sydney
NOMINATED SUPERVISOR (TITLE):	Associate Dean (Research), Faculty of Health Sciences
CURRENT CLASSIFICATION:	HEW Level 9
EMPLOYMENT TYPE	Full time, Continuing
	A period of probation may be attached to this position
REMUNERATION & BENEFITS:	A wide range of benefits are provided to staff. These include generous leave options; flexible working arrangements; comprehensive professional development programs; salary packaging benefits as a rebateable employer; reward and recognition programs and a range of wellbeing options.
SUPERANNUATION:	The University will contribute an amount equivalent to 9.5% or 17% of gross annual salary to superannuation dependent on salary level, length of appointment or age.
DATE DEVELOPED/ REVIEWED:	2014

AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement:

Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

Australian Catholic University (ACU) welcomes students and staff of all beliefs. It is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is, Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education and, the Common Good and Social Justice.

ACU has over 1,800 staff supporting more than 30,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Deputy Vice-Chancellor Research
- Deputy Vice-Chancellor Students, Learning and Teaching
- Chief Operating Officer

Each portfolio consists of a number of Schools, Directorates or Institutes;

- Five Associate-Vice-Chancellors or Campus Deans that focus on the University's local presence and development of the University at the local 'campus' level; and
- A Directorate of Identity and Mission that drives both the Identity and the [Mission](#) of the University and includes a number of Institutes and Directorates.

The University is committed to performance excellence and offers an environment where staff are valued and rewarded. Further information about a career with ACU is available at www.acu.edu.au.

FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences has six schools:

- Allied Health
- Exercise Science
- Nursing, Midwifery and Paramedicine
- Physiotherapy
- Science
- Psychology

In 2014 there are approximately 8,500 students (EFTSL) and 521.51 (FTE) staff in the faculty under the disciplines: public health, occupational therapy, speech pathology, social work, exercise science, nursing, midwifery, paramedicine, physiotherapy, science, psychology and counselling. The Faculty is represented across all of ACU's 6 campuses. An expanding portfolio of postgraduate courses are also available in coursework and research. The Faculty has a university priority health research institute,

focusing on Cardiovascular Disease and Metabolism, Health Services Research, Movement and Rehabilitation, Psychology and Mental Health.

Further information about the Faculty can be found at:

http://www.acu.edu.au/about_acu/faculties_institutes_and_centres

POSITION PURPOSE

This position will provide the Faculty's key administrative liaison with Faculty staff, Research services and wider University stakeholders to enable the efficient and effective management of the Faculty's research activity. The position will contribute to strategic planning and to the provision of effective administration and support to foster the development of the Faculty's research profile.

This position will provide high level technical support and system/database management in relation to University research outputs. This position will also manage the internal grant review process across a portfolio of FHS grants, including supporting policy/criteria development, interpretation and implementation for FHS staff. This position will also provide advice for FHS staff on external grant procedures, criteria, and the processes of the DVCR. Finally, the position will involve budget management/support for numerous FHS research grants.

KEY RESPONSIBILITIES AND CONTRIBUTION

<div> <div>↓</div> Scope of Contribution within the University </div> <div> Position Responsibilities <div>⇒</div> </div>	Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Contribute to strategic planning, together with the Executive Dean and Associate Dean (Research), for the development of the Faculty's research profile and quality research outcomes.	X		X	
Develop and review Faculty policies and procedures relating to research, research training and ethics approvals where relevant within a culture of continuous improvement.	X		X	X
Manage the Faculty's effective operation of the University's research data management system including the development and provision of support and advice to Faculty end users (Schools, Centres, academic staff, relevant administrative staff and research students).	X		X	
Provide advice to staff and students on matters relating to the University's policies, regulations and business processes relating to research and research training.	X		X	X

Maintain effective working relations with all key clients and stakeholders, liaising with Faculty staff and providing a strong supportive link to Research Services and facilitating the exchange of information.			X	
Establish and manage work flow systems to ensure all Faculty research and research training activity and outputs are identified, recorded and reported within specified timeframes.	X		X	
Monitor and implement strategies to assist academic staff to achieve research goals including indentifying training needs and funding opportunities.	X			
Provision of reports to evaluate performance and to monitor progress towards targets set for research and research training.	X	X	X	X
Contribute to the planning and administration of Faculty funding to develop research and research training outcomes through Faculty research grants, adjunct staff, researcher support schemes, postdoctoral fellowships, Honours and research training scholarships, research centres and the provision of professional development opportunities.	x		x	x
Act as Executive Officer for Faculty research and research training committees, relevant reviews and working parties as required and represent the Faculty as requested.	x		x	
<ul style="list-style-type: none"> • FHS research grants schemes for academics • Processing of university grants schemes for staff (eg. ICTG, ECRs) • Research Data Management • Research policies and procedures • Contribution to preparation of research handbooks, reports • Research grant support including proactive preparation and dissemination of grant notifications, support for budget and C.V. preparation; management of timelines for research grant submission • Developing and maintaining faculty based research funding database to facilitate reporting • Support research training workshops 				

KEY CHALLENGES AND PROBLEM SOLVING

- Develop/maintain/support new or existing systems that capture and report on key University outcomes such as HERDC data, internal and external grant performance, and other reports as required within a timely manner.
- Maintain currency of University policy and procedure in response to changing research environment both internal and external to ACU
- Implement effective processes to ensure accurate entry and retrieval of financial information relating to the research funding portfolio.

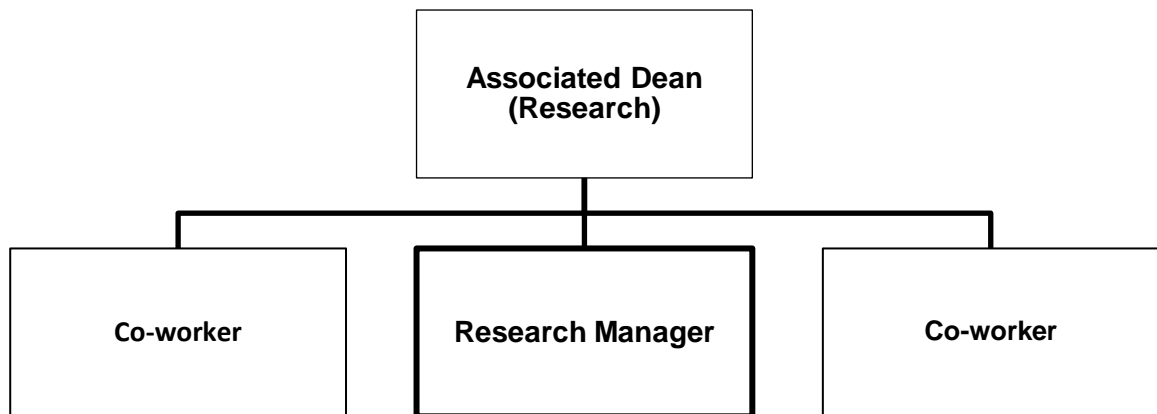
DECISION MAKING/AUTHORITY TO ACT

- The position holder has substantial autonomy in the day-to-day management of support and administrative services and must make all decisions on administrative aspects of the grant processes and HERDC collections.
- The position holder gives advice and recommendations on policy improvements to the manager in response to Faculty of Health staff needs and trends in internal and external higher education policy.
- The position holder responds to routine enquiries, referring more complex matters to the nominated supervisor or staff within the Office of the DVC Research.
- Policies, regulations and procedures also assist the position holder with routine enquiries made by academics or higher degree students.

COMMUNICATION/WORKING RELATIONSHIPS

- The position holder will be required to communicate with academics across various Schools within the Faculty of Health and with other Research Managers from other Faculties and Universities and relevant external organisations to coordinate joint initiatives or hold a contemporary understanding of research processes, HERDC collections, or other higher education activities.
- The position holder communicates internally with academic and professional staff and higher degree students and is responsible for communicating policies, procedure, initiatives and direction consistent with ACU funding guidelines, policies, protocols, regulations.
- The position holder liaises with internal and external stakeholders including to arrange meetings and to give and receive information for the Associate Dean. The position holder also manages phone enquiries from other organisations and students relating to funding matters or HERDC data.

REPORTING RELATIONSHIPS



SKILLS, KNOWLEDGE AND EXPERIENCE (Selection Criteria)

Essential

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise and knowledge gained in a tertiary environment; or an equivalent combination of relevant experience and/or education/training.
2. Proven capacity to prioritise tasks and meet deadlines to achieve high quality outcomes.
3. Demonstrated ability to work independently, under broad direction, and to demonstrate initiative, strategic thinking and problem solving skills.
4. Understanding of the research environment in a tertiary institution including requirements for ethical conduct of research, Higher Education Research Data Collection (HERDC), research funding and administration and government initiatives, related to research and research training.
5. Experience and in depth knowledge of administrative principles, with the ability to interpret and apply University and relevant external policies and procedures, requiring initiative and strategic planning skills.
6. Evidence of excellent written, oral and interpersonal skills with the proven ability to interact effectively with a wide range of people.

7. Excellent document management and record keeping skills with a high level of attention to detail and the ability to provide and interpret analytical reports.
8. Ability to strategically plan and manage multiple tasks and projects, organising resources and setting competing priorities within specified timeframes.
9. Demonstrated relevant computer skills including database management.
10. Demonstrated ability to extract, analyze and report upon data.
11. Experience in the development and administration of budgets specifically relating to grant funding and research development.
12. Applicants should demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.
13. Applicants should demonstrate commitment to cultural diversity and ethical practice principles, and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

Desirable

1. Knowledge of Research Master or equivalent data management system used in the Australian higher education sector to manage research and research training.
2. Knowledge and experience with meeting the requirements of the Excellence in Research Australia initiative

Preserves our Essential Character

Displays Integrity	Delivers Excellence	Demonstrates Interpersonal Understanding
Demonstrates confidence and courage in achieving ACU's Mission, Philosophy and Values.	Takes personal accountability for achieving high quality outcomes.	Actively listens to understand others' thoughts, feelings and concerns.
<input checked="" type="checkbox"/> 1. Acts in a manner consistent with ACU Mission, Philosophy and Values <input type="checkbox"/> 2. Acts on ACU Values even when it is hard to do <input type="checkbox"/> 3. Acts on ACU Values even when significant cost or risk is associated with doing so <input type="checkbox"/> 4. Creates an environment that nurtures integrity in others and the achievement of ACU's Mission, Philosophy and Values	<input checked="" type="checkbox"/> 1. Takes accountability for delivering results <input type="checkbox"/> 2. Acts to make incremental improvements <input type="checkbox"/> 3. Sets and works towards stretch goals <input type="checkbox"/> 4. Takes calculated risks	<input checked="" type="checkbox"/> 1. Listens and responds appropriately to others <input type="checkbox"/> 2. Shows genuine interest in others <input type="checkbox"/> 3. Understands and anticipates others' emotions <input checked="" type="checkbox"/> 4. Develops a deep understanding of others

Works Collaboratively

Works in Teams	Leads and Develops Others	Influences Effectively
Sees the benefit of collaboration and works cooperatively across ACU to deliver shared goals.	Energises and develops ACU staff. Creates a climate in which our staff want to do their best.	Gains the support of others for courses of action that benefit the University.
<input type="checkbox"/> 1. Co-operates <input checked="" type="checkbox"/> 2. Seeks input <input type="checkbox"/> 3. Collaborates <input type="checkbox"/> 4. Builds a collaborative environment	<input checked="" type="checkbox"/> 1. Provides clarity <input type="checkbox"/> 2. Enables the team to function effectively <input type="checkbox"/> 3. Engages and empowers the team <input type="checkbox"/> 4. Communicates a compelling vision and sense of purpose	<input checked="" type="checkbox"/> 1. Communicates based on facts and logic <input type="checkbox"/> 2. Tailors approach to the audience or situation <input type="checkbox"/> 3. Influences others using appropriate communication strategies <input type="checkbox"/> 4. Uses complex influencing strategies

Leads our Future Success

Displays Business Acumen	Demonstrates Confidence	Leads Change
Recognises that ACU is a business and seizes opportunities to improve the commercial viability of the University.	Displays the inner confidence to take risks and make timely and effective decisions. Shows confidence in own judgment and actions.	Displays openness and resilience to change, inspires others to change and acts to make change happen.
<input checked="" type="checkbox"/> 1. Understands the importance of commercial success <input type="checkbox"/> 2. Demonstrates some awareness of commercial implications <input type="checkbox"/> 3. Focuses on commercial outcomes <input type="checkbox"/> 4. Creates new commercial opportunities for ACU	<input checked="" type="checkbox"/> 1. Acts confidently <input type="checkbox"/> 2. Displays self-belief <input type="checkbox"/> 3. Stands up for own views <input type="checkbox"/> 4. Shows great courage	<input checked="" type="checkbox"/> 1. Accepts and understands change <input type="checkbox"/> 2. Adapts working practices <input type="checkbox"/> 3. Advocates for change <input type="checkbox"/> 4. Prepares the ground for change