



Position Description

Research Development Manager (Biomed)

Position Number: 00061020
Position Title: Research Development Manager – Biomed
Date Written: January 2020

Faculty / Division: Division of Research
School / Unit: Research Strategy Office
Position Level: Level 8/9

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level 8/9.



Values in Action
Our UNSW Behaviours



Builds
Collaboration



Embraces
Diversity



Displays
Respect



Demonstrates
Excellence



Drives
Innovation

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The Research Development Manager (Biomed) will provide project management, administrative support, strategic communication and editorial support to activities undertaken by the Research Strategy Office (RSO).

The Research Development Manager (Biomed) will work with the RSO team in providing strategic assistance to researchers in regard to national competitive research funding proposals and strategic grant scheme training, with a focus on biomedical and health related schemes. The Research Development Manager (Biomed) will be required to interact effectively at a high level with researchers, funding bodies, and potential partners on collaborative research, and with relevant Faculties and researchers across the University.

The role of Research Development Manager (Biomed) reports to the Senior Research Development Manager and has no direct reports.

RESPONSIBILITIES

At Level 8:

- Provide strategic support to researchers in planning and developing research funding applications;
- Provide project management and administrative support to the RSO senior managers, particularly the Senior Research Development Manager;
- Provide support to the RSO team in improving UNSW's research profile and increasing the level and quality of research funding, with a particular emphasis on the National Health and Medical Research Council (NHMRC), Medical Research Future Fund (MRFF), and other national agencies that fund health and medical research;
- Undertake review of supporting documentation for competitive grant applications;
- Develop communication strategies and provide editorial advice to UNSW applicants relating to a broad range of competitive granting schemes;
- Develop and maintain effective working relationships with a full range of stakeholders, including partners on collaborative grants;
- Keep fully informed on current national funding guidelines, legislative, political, economic, academic and industry policy matters including any variations or updates;
- Proactively contribute to identifying and developing strategies to target major funding opportunities, with particular reference to government, the NHMRC, MRFF and other national schemes in the biomedical space;
- Support a team-based approach to other activities, as required;
- Cooperate with all health and safety policies and procedures of the University and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

At Level 9 (in addition to Level 8 duties)

- Lead the development of strategic planning processes, and resulting procedures and practices which support the growth of the University's research performance;
- Deliver high level support and expert advice to UNSW researchers to ensure submission of high quality, competitive research funding proposals;
- Proactively engage and partner with UNSW researchers including early-career researchers for mentoring and facilitate their engagement with other UNSW researchers and external organisations that support research.
- Be fully informed on the high level policy that assists funding agencies to engage in research with higher education research projects;
- Identify and develop strategies to target major funding opportunities, with particular reference to the NHMRC, MRFF, and other national government schemes;

- Represent UNSW to external organisations and funding bodies at state and national levels and maximise networking opportunities. Develop and maintain effective relationships with key contacts in these organisations and relevant stakeholders within the University, including researchers.

SELECTION CRITERIA

At Level 8:

- Relevant qualifications and/or an equivalent level of knowledge gained through a combination of education, training and/or extensive experience in a major research or government portfolio;
- High level knowledge and understanding of the higher education sector and knowledge of the research environment and national funding schemes in health and medical research and industry, including experience in the review and preparation of proposals;
- Demonstrated project management, prioritisation and time management skills with a demonstrated ability to respond to changing priorities and deadlines in high volume environments;
- Demonstrated high-level problem solving and analytical skills, ability to research and analyse material, identify key issues and produce high level outcomes in both autonomous and team-based activities;
- Outstanding written and oral communication, negotiation and consultation skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters;
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

At Level 9 (in addition to Level 8 criteria):

- Extensive experience in a major research or government portfolio including a significant track record of achievement in supporting applicants in the development and success of major competitive collaborative research grant applications in health and medical research;
- Demonstrated experience in the strategic review and preparation of proposals in the competitive research space;
- Demonstrated evidence of leading and developing targeted strategic planning and implementation of support programs for researchers applying for research funding;
- Demonstrated ability to analyse, interpret and integrate complex data and provide strategic direction and analysis to senior management;
- Demonstrated advanced computer skills with proficiency in Microsoft Office suite (Word, Excel, PowerPoint and Outlook), various reporting tools and the delivery of online reports.

PROGRESSION STATEMENT

The incumbent will normally be expected to have reached the top step of level 8 prior to progression to level 9. Criteria for progression to level 9 will be based on satisfactory performance of all duties and accountabilities at level 8 and a demonstrated capacity to take on the duties and accountabilities of the position at level 9.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.