



MACQUARIE
University

Executive Director Research Services

OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH)



Macquarie University

A WORKPLACE LIKE NO OTHER



Macquarie University was formed with two propositions in mind: service and engagement. Through this proud tradition, we serve the world in discovery, innovation, cooperation and partnerships. From our unique location, in the heart of Australia's largest high-tech precinct, we have the perfect platform for engaging with, and making an impact on, the world through our outstanding research and innovation.

Discovery for innovation is central to Macquarie's *Strategic Research Framework 2015–2024 World-Leading Research; World-Changing Impact* and our focus is on strengthening our basic research capabilities, enabling cross-disciplinary inquiry and pursuing a diversity of impact through challenge-focused research that underpins innovation. Macquarie's *Research Engagement, Impact and Commercialisation Framework* supports the Strategic Research Framework and commits the University to supporting research that engages with industry, government and society in order to provide research outcomes with real-world impact.

The 2018 Australian Research Council's Excellence in Research for Australia ratings and its companion, research Engagement and Impact results, showcase Macquarie's strengths as a comprehensive research-intensive university – a well-earned reputation that helps us attract leading researchers and higher degree research candidates from around the globe.

Our challenge is to harness and align the collective skills, capabilities, resources and infrastructure of the University to foster and enable an innovative culture and build and sustain mutually beneficial research partnerships. Our aim is to develop the next generation of Macquarie innovators by providing an environment that encourages and supports student entrepreneurship.

Macquarie is committed to research that has the potential to make significant contributions to the betterment of society: socially, culturally and economically. Over many years, we have made such contributions spanning across all five faculties. A few have had far-reaching consequences globally, some have had major influence in Australia, and some have had major impact on the lives of many individuals. The Pro Vice-Chancellor (Research Innovation) will be an enthusiastic and effective catalyst for ensuring that Macquarie's research achieves its optimal impact for the betterment of our world.

Sakkie Pretorius
DEPUTY VICE-CHANCELLOR (RESEARCH)

Who we are looking for

The Deputy Vice-Chancellor (Research) [DVCR] is responsible for the development and strategic enhancement of Macquarie University's research, research training, and innovation profile as well as the creation, support and advancement of local, national and international research collaborations and partnerships. The DVC (Research) is supported by four Pro Vice-Chancellors: PVC Research Integrity and Development, PVC Research Performance, PVC Higher Degree Research Training and Partnerships, and PVC Research Innovation. The Pro Vice-Chancellors provide academic leadership across a range of initiatives and areas of business within the Research Portfolio, such as ERA, EI, research integrity, and research engagement that form the core business of the teams within Research Services. The Executive Director Research Services will work in close collaboration with the relevant PVCs Research on these activities.

Research Services supports the Deputy Vice-Chancellor (Research) to realise strategic and operational initiatives aimed at optimising research and research outcomes at Macquarie University.

Research Services staff use specialist knowledge, expertise and relationships to support research at Macquarie University.

Research Services focuses on supporting researchers to do the work that only they can do. The three functional teams, Pre-award; Post-award & Data; and Ethics & Integrity, deliver efficient research management processes through engaged and knowledgeable staff and high-quality systems. The teams work in close consultation with the Pro Vice-Chancellors' Research, faculties, research active staff, external partners and government agencies to provide support in relation to: research funding; partnerships and contracts; research ethics and integrity; biosafety and security compliance; research project management; research output and impact; reporting, analytics, data and systems; education and development; and research policy. Research Services works collaboratively across the University to ensure our researchers receive outstanding support and reliable advice.

LOCATION

Macquarie University
North Ryde, Sydney
Australia

REPORTS TO

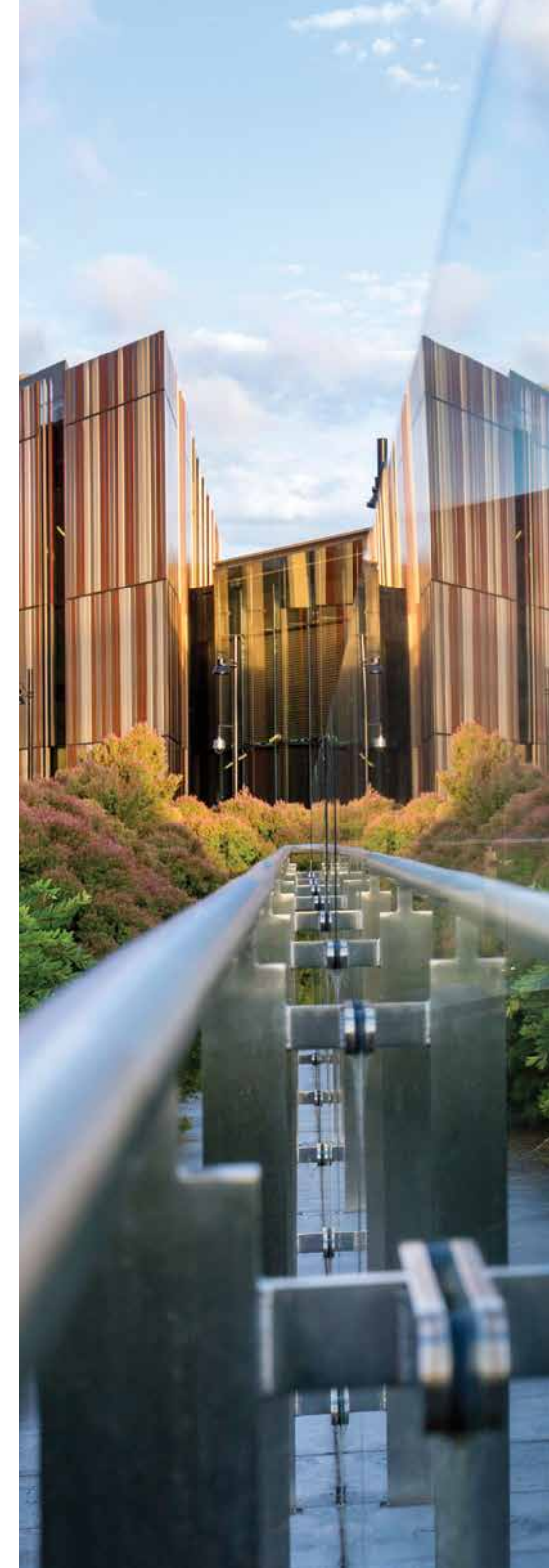
Deputy Vice-Chancellor (Research)

KEY CLIENTS

- DVC (Research)
- PVCs (Research)
- Members of the University Executive
- Faculty Associate Deans (Research)
- Research Services
- Faculty Research Managers
- Macquarie Corporate Engagement
- Macquarie research active staff
- External stakeholders

KEY INTERNAL RELATIONSHIPS

- Finance
- Group Marketing
- Human Resources
- Information Technology
- Library
- Office of General Counsel
- Offices within the DVC (Research) portfolio



What you will do

KEY ACCOUNTABILITIES

- Leadership and oversight of Research Services to build a service culture that provides end user-oriented research support that is proactive in developing, identifying and promoting research funding opportunities and research outputs.
 - Oversee the performance of the teams within Research Services that are responsible for: contracts and policy; pre-award and partnerships; post-award and reporting; and ethics and integrity.
 - Liaise closely with all areas across the University that play a role in the support of research to facilitate optimised coordination and effectiveness of initiatives.
 - Proactively engage with the sector and maintain current understanding of issues affecting research nationally and internationally to provide strategic and timely advice to the DVC (Research) and PVCs Research.
 - Oversight of the application of both external and internal grant schemes.
 - Development of policy in relation to the design and implementation of internal grant schemes.
 - Represent the DVC (Research) at internal and external events and on internal and external committees as required.
 - Authorise agreements committing Macquarie University to funding or performance commensurate with the University's Delegations of Authority.
- Effectively manage the Research Services budget to maximise the performance of the Office while delivering a balanced budget annually.
 - Mobilise the resources of Research Services to achieve the strategies and targets outlined in the Strategic Research Framework (2015 – 2024).
 - Participate as a senior member of the relevant University research-related committees such as the Research Management Committee, the Research and Research Training Committee and the ERA Steering Committee.
 - Alongside the relevant PVCs Research, develop and implement strategies to support the University's strategic research objectives and targets related to research including:
 - University-wide research development activities that enhance the capacity of researchers to secure grants from a range of sources to improve institutional success in securing Category 1-4 funding opportunities.
 - Supporting the development and submission of applications for major research funding initiatives and partnerships, including industry focussed bids.
 - Oversee the establishment and continuous improvement of systems and support structures to ensure that the University meets its obligations to regulatory bodies and implement appropriate research infrastructure, risk management strategies and compliance programs.
 - Engage with relevant State and Federal government departments and national funding bodies to promote the University's research vision and performance.
 - Provide oversight of the implementation of recommendations arising from reviews and audits of University research and innovation practice and procedures.

QUALIFICATIONS AND EXPERIENCE

- Postgraduate qualified (PhD preferred).
- Thorough understanding of research management leadership in a higher education institution or other research organisation.
- Extensive knowledge of higher education research funding mechanisms, project management, data requirements, governance and ethics and integrity.
- Deep understanding of academic research and research drivers.
- Extensive knowledge of the Australian Higher Education sector and the role of research within the sector.
- Desirable: extensive knowledge of contract law and management as it relates to research.



To be considered for this position, you must demonstrate the following selection criteria in a résumé and supporting documents by providing examples of relevant experience and achievements.

Selection criteria

- Experience leading an efficient, service-driven and compliant research support services unit within a higher education institution.
- A demonstrated deep understanding of higher education research funding, grant applications and research contracts.
- A demonstrated understanding of the intricate relationships between higher education research, academia, partnerships (industry, government and community) and commercialisation.
- Experience leading an approach to research services that is service-oriented, customer, faculty and partner focused and can deliver a healthy funding pipeline.
- Demonstrated experience leading a diverse team of professional staff.
- A proven ability to foster and maintain strategic relationships with a wide range of key internal and external stakeholders to enhance research opportunities for the University and achieve institution-wide objectives and targets.
- Demonstrated experience in the management of higher education research integrity and ethics frameworks.
- Effective oversight and development of data management systems, research reporting and analytics.



Where you will work

Macquarie's research environment is evolving to accommodate an emphasis on engagement and impact; a strong demand for cross-disciplinary, problem-focused research; and a need for domestic and international collaboration that brings together large teams to work on problems of local, national and global significance.

Research Services is committed to:

- providing a truly outstanding service – this means we will engage researchers and their colleagues with efficiency, effectiveness and client-focus
- being there for researchers when they need answers or guidance – this means we will respond quickly and consistently to researchers' queries, provide current and easily understood information about our services and activities, and refer researchers to other parts of Macquarie's research ecosystem where appropriate
- easing the administrative burden on research – this means we will free researchers to seek more answers through groundbreaking research by asking for information once and reusing information we have collected, ensuring information is supplied to researchers in concise and easily understood formats, and streamlining processes wherever possible
- constantly seeking out creative solutions to support our researchers in their endeavours, and fostering an environment that encourages excellence.

Our 10 core services are relevant to the entire research ecosystem, from pre-award advice, guidance and support associated with funding, contracts and associated approvals to post-award research project management, reporting and analytics. We develop and oversee key research policy, support the University's governance and oversight of the Macquarie University Code for the Responsible Conduct of Research and provide a comprehensive range of online tools and workshop-based educational and development opportunities for our researchers.

The priorities, goals and supporting strategies expressed in the Strategic Research Framework and are aligned with, and complement, those outlined in World-Leading Research; World-Changing Impact. Our Research Services priorities are designed to:

- support research excellence
- support research funding growth and diversification
- support research strategy and impact
- support a culture of research integrity.

The framework describes key goals associated with these priorities and breaks them down into a range of supporting strategies to enable their achievement throughout the framework's three- to five-year life.



Our purpose, vision and values

At Macquarie, we are not afraid to choose the less trodden path. We see life as an exhilarating source of possibilities that allows us to grow intellectually and professionally, unconstrained by traditions. We are ready to embrace new experiences and ideas.

We believe that a leader is about being a team player and know that success in today's world is all about collaborating with the right people on the right issues.

We are naturally curious and open to the most diverse intellectual perspectives. United by a sense of purpose, a single vision and one set of values, we actively engage in the complex issues that define the future of humanity.

UNITED BY ONE PURPOSE

We are a university of service and engagement:

- We serve and engage our students and staff through transformative learning and life experiences.
- We serve and engage our world through discovery, dissemination of knowledge and ideas, innovation and deep partnering.
- Our University is a place for staff and students to be nurtured and to grow, develop, learn and explore.
- We also encourage our people to break free – literally and metaphorically.

SHARING ONE VISION

We aspire to be:

- a destination of choice for students and staff who share our values
- deeply connected with our stakeholders and partners and known for this globally
- ranked among the highest-performing research universities in Australia, and recognised globally for our pre-eminence in key disciplines
- known across Australia and beyond as custodians of a remarkable university campus that blends the vibrancy of a cosmopolitan university village with a natural Australian bushland setting.

EMBODYING ONE SET OF VALUES

We value:

- **Scholarship** – We believe learning, inquiry and discovery improve lives.
- **Integrity** – We conduct ourselves ethically, equitably and for mutual benefit.
- **Empowerment** – We make our community a source of strength and creativity.

Through our actions as students and staff, we live these values, and it is against them that we hold ourselves accountable.



Macquarie at a glance



5 QS Stars

in teaching, employability, research, internationalisation, facilities, innovation, inclusiveness and specialist criteria



More than 30,000

work placements or community experiences through PACE (Professional and Community Engagement) partnerships



More than 3000 partner organisations

across Australia and around the world, giving you access to valuable industry contacts



Ranked in the top 1 per cent of universities in the world



10,000 degrees awarded annually



Fully integrated health precinct centred around our on-campus hospital



190,000 alumni in our international community from more than 140 countries



More than 44,000 students from over 140 countries



100 per cent of research activity rated at world standard or above



\$1 billion invested to create world-class facilities and infrastructure



More than 150 partner universities for student exchange in over 45 countries



More than 200 undergraduate and postgraduate degrees



Only university in Australia with its own metro station



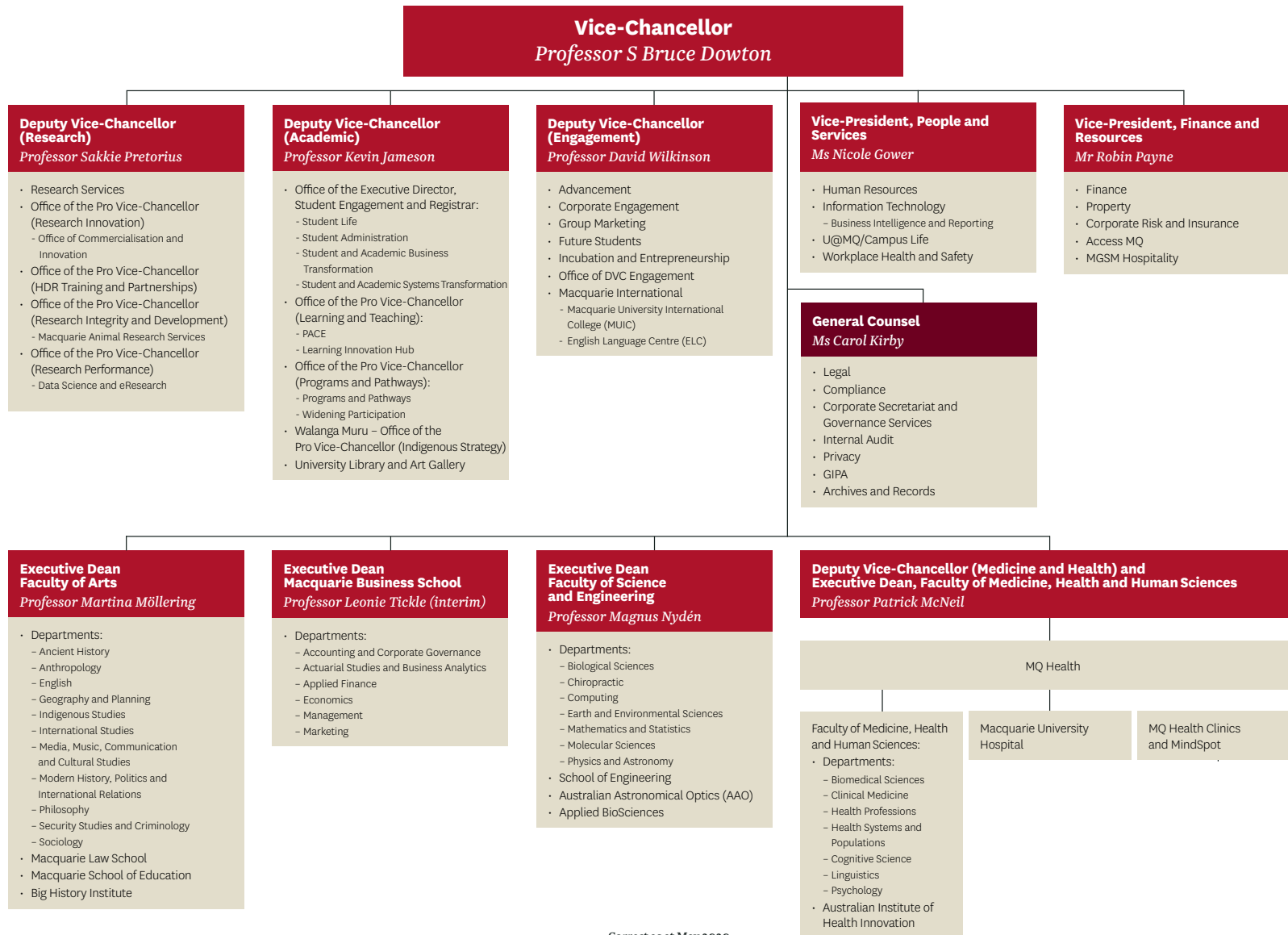
Heart of Sydney's fastest-growing business region only 15 kilometres from the Sydney CBD



126 hectares of parklands



Organisation chart



How you can apply

For a confidential discussion of the role and the University's expectations, contact:

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Tori Hocking
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APPLICATIONS

Apply online at jobs.mq.edu.au

Closing date for applications: 25 June 2020.

SUBMIT THE FOLLOWING INFORMATION IN YOUR APPLICATION:

FULL RÉSUMÉ

Candidates are asked to set out in a résumé their most recent and significant career highlights, including appointments, education, significant grants or external funding attracted, impactful research services and initiatives and other relevant information.

RESPONSE TO THE SELECTION CRITERIA

Respond to the selection criteria by providing examples of relevant experience and achievements.

CANDIDATE STATEMENT

In no more than one page, outline what you would bring to this role, your vision for the portfolio and how you would go about implementing that vision.

