



POSITION DESCRIPTION – PROFESSIONAL STAFF

Position Title	Research and Innovation Manager
HEW Level	HEW 7
School	Nursing and Midwifery
College / Division	Health, Medicine and Wellbeing
Reports to	Programme Director
Direct Reports	1
Contract Type	0.6, Fixed term to 31 st December 2022, with view to extend

ROLE DESCRIPTION

This position is responsible for managing research administration and providing research support within the Hunter Medical Research Institute's Asthma and Breathing Programme. Responsibilities will include governance, processes and systems in support of HMRI, and the University's strategic priorities and assisting with the identification and development of new research opportunities both nationally and internationally. This position is also responsible for the coordination and project management of the Asthma and Breathing Programme's research portfolio to ensure effective and efficient delivery.

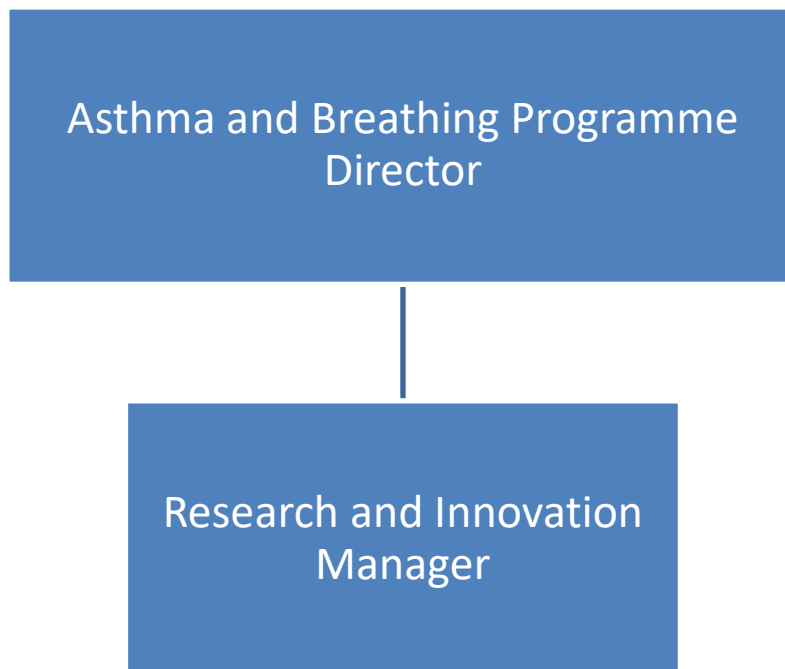
OVERVIEW OF THE UNIVERSITY, COLLEGE/DIVISION AND SCHOOL/UNIT AND POSITION CONTEXT

The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and [sustainability, the University of Newcastle's Looking Ahead Strategic Plan 2020-2025](#) outlines the University's commitment to delivering an exceptional student experience and serving our communities.

The HMRI Research Programs facilitate collaborations between all levels of research to translate scientific advances and new health knowledge into better clinical care, products and improved health care guidelines.

This role works as part of the Asthma and Breathing programme team and will play a key role in the in the promotion of excellence in research through the delivery of high level professional support and engagement with staff, students, industry partners and other key stakeholders.

ORGANISATIONAL CHART



ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Areas of accountability listed in approximate order of importance and time commitment

Area of accountability	Core responsibilities & typical activities	Measures of performance
Research	<p>Facilitate and support research endeavours within the programme and wider University.</p> <p>Manage research administration for the programme, including responsibility for governance, processes and systems to support research endeavours.</p> <p>Provide specialist advice to inform the programme's research planning and undertake reporting for the purposes of monitoring performance against strategic goals.</p> <p>Monitor changes in University and Government policies that affect the programme's research and ensure staff are informed and advised.</p> <p>Plan, monitor and report on matters that may affect the programme's capacity to earn research income (HERDC) and/or changes in government or major granting body policy.</p> <p>Provide high level advice to researchers regarding proposed research grant applications, including environmental scanning for funding opportunities.</p> <p>Prepare detailed reports including statistical information and analysis of research activities as required.</p> <p>Work collaboratively with programme members to develop and implement strategies to ensure the</p>	<p>Follow up and completion of actions in a timely manner.</p> <p>Provide consistent and accurate advice which aligns to HMRI, University and College policy.</p> <p>Specific reporting requests provided by deadlines.</p> <p>Provision of documentation and reporting that contains all necessary information and meets audience needs.</p> <p>Efficient and effective facilitation and support provided</p>

	successful execution of the programme's research strategic plan.	
	<p>Assist with the identification and development of new research opportunities both nationally and internationally.</p> <p>Actively contribute as an effective member of key programme management groups and support the delivery of the programme's and University's strategic objectives.</p>	
Engagement and partnerships	<p>Provide support and advice to collaborative research teams both within the programme and across the HMRI.</p> <p>Engage proactively with industry stakeholders and other relevant partners in the facilitation of research outcomes.</p> <p>Liaise with clinical services to build research partnerships within the health services.</p>	Increased submissions of multi-disciplinary research funding applications
Project Management and Innovation	<p>Manage and/or coordinate projects and initiatives to improve the programme's research portfolio.</p> <p>Foster a culture of innovation and continuous improvement by regularly reviewing activities, processes and systems, and develop recommendations which coordinate the interests of a range of contributors.</p>	Project outcomes achieved
Health and Safety	Promote, embrace and demonstrate a commitment to ensuring a healthy, safe and productive workplace culture	A positive WHS culture as measured by the University and HMRI WHS KPI's and stakeholder evaluations
Other	Undertake any duties relevant and appropriate to this level, including working across portfolios as required	

POSITION CHARACTERISTICS

Organisational Knowledge	<p>Detailed knowledge of a range of research and education policies and requirements and the interrelationship between a range of policies and activities including receiving and acquitting eligible external income – with a particular focus on research, contract research, commercial initiatives and products, and commercialisation of intellectual property.</p> <p>Develop and maintain a detailed knowledge of the programme research capabilities, programs, selling points and admissions requirements.</p> <p>May negotiate solutions where a range of interests have to be accommodated.</p>
Professional / Industry Knowledge	<p>Maintain knowledge of the broader research and innovation sectors in Australia.</p> <p>Apply expertise in business development including identifying and writing business cases, proposals for funding and request for tender.</p>
Level of supervision / independence	<p>Operate under broad direction and provide specialist advice and guidance on research opportunities.</p> <p>Manage direct report including the allocation of responsibilities, review of performance and the establishment of procedures and priorities.</p>
Problem solving and judgement	<p>Responsible for independently monitoring, reviewing and developing procedures in own functional area and provide recommendations to senior staff.</p> <p>Be able to cross organisational, functional or specialist boundaries to coordinate actions and propose initiatives.</p>
Key relationships (internal & external) & immediate team	<p>Maintain positive relationships with university and HMRI staff and students, international and industry partners as well as Knowledge Exchange and Enterprise (KEE), and Research Services.</p>
Challenges	
Special Characteristics	
WWC Check Required	No
Criminal Record Check required	No

EXPECTED BEHAVIOURS

The role is expected to display significant leadership qualities and behaviours consistent with Middle Leaders Level as outlined in the Leadership Framework.

The University of Newcastle Leadership framework describes six leadership capabilities for both academic and professional staff.

INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements. Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position.

ESSENTIAL CRITERIA

- Completion of a degree with at least 3 years subsequent relevant experience; or extensive experience and management expertise in research; or equivalent experience and/or education/training.
- A demonstrated high-level understanding of the research and research training higher education environment.
- Proven capacity to plan, undertake and evaluate initiatives and projects to achieve defined outcomes.
- Demonstrated high-level research, analytical and problem solving skills.
- Excellent written and interpersonal skills to interact across cultures and diverse professional spheres; academic, administrative, public and corporate sectors.
- High level organisational skills including the ability to meet competing deadlines.
- Demonstrated experience in writing/editing funding submissions.
- Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

Date PD Last reviewed:	June 2022
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