

Position Title	Manager, Academic Group Research Development
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	HEW 9
Position Number	00059849
Reports To	Deputy Director – Research Services
Employment Type	Continuing

1.0 Position Purpose

The Manager, Academic Group Research Development leads and is accountable for the strategic direction, design, and performance of the University's Academic Group research development support model (Senior Research Development Officer [SRDO] function), ensuring alignment with other Office for Research teams, institutional research priorities and funding strategy.

Reporting to the Deputy Director – Research Services, Office for Research, the role is responsible for coordinating and enhancing the delivery of research development support across Griffith's Academic Groups and Institutes, strengthening collaboration, capability, and consistency of practice across the SRDO team who are embedded within Groups and Institutes. This includes providing direct people leadership, performance management, and professional development support to SRDO staff.

In addition to leading the function, the role retains an active contribution to research development strategy development and delivery, including supporting major funding initiatives, cross-Group projects, and strategic research opportunities.

The position contributes to the University's research performance by improving the identification, development, and success of both competitive research grants and consultancy and commercial research (CCR) opportunities.

This role ensures alignment and coordination of research development activity across the Office for Research, Griffith Enterprise, and other relevant stakeholders.

2.0 Eligibility Requirements

- Completion of postgraduate qualifications and extensive relevant experience, or a combination of relevant knowledge, training and or extensive experience in higher education, research, industry or government. The completion of a PhD will be highly regarded.

3.0 Key Responsibilities

Leadership and Management of the SRDO Function

- Provide strategic and operational leadership of the SRDO function, including setting frameworks, priorities, and service standards for delivery across Academic Groups and Institutes, to maximise University research income.
- Establish consistent practices, expectations, and service standards across the SRDO function.
- Drive capability development of SRDO staff, including mentoring, coaching, and structured training initiatives and facilitate collaboration, knowledge sharing, and communities of practice across SRDOs.
- Act as the primary escalation point for SRDO-related matters and provide advice to the Deputy Director on workforce and operational issues.

Strategic Coordination and Service Improvement

- Coordinate SRDO activities across Academic Groups and Institutes to ensure consistent, high-quality research development support.
- Strengthen integration and workflow between SRDOs and key Office for Research (Preaward, Research Development) and CCR functions, ensuring the flow of information, handovers, and collaboration across teams to maximise researcher support.
- Lead initiatives to enhance funding discovery practices, including promoting effective use of systems and tools (e.g. Pivot RP) and identify and implement process improvements to increase efficiency, effectiveness, and impact of research development activities.

Research Development Delivery

- Contribute directly to the identification, development, and submission of research funding proposals, particularly complex or strategic/major initiatives, through liaison with the Research Development team.
- Lead advisor for the SRDO team providing strategic advice to senior academic leaders on funding strategies, partnerships, and research opportunities.
- Identify and develop interdisciplinary and cross-Group opportunities to access significant external funding.
- Support the development of collaboration opportunities with industry, government, and international partners.
- Contribute to institutional priorities through liaison with the Research Development team on major initiatives and strategic projects.

Stakeholder Engagement and Representation

- Serve as a key point of contact for Deans (Research), Institute Directors, and other senior stakeholders regarding Academic Group research development support.
- Represent Research Services in relevant committees, working groups, and University initiatives.
- Build strong, collaborative relationships with internal stakeholders and external partners to enhance research opportunities.
- Ensure alignment of Group-level activity with institutional research strategy and priorities.

Governance, Compliance and Culture

- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads others section of our [Capability Development Framework](#).