

Position Title	Strategic Manager, Major Research Funding
Group/Portfolio	Office of the Deputy Vice Chancellor (Research)
Classification	Senior Professional
Position Number	00061439
Reports To	Deputy Vice Chancellor (Research)
Employment Type	Fixed term

1.0 Position Purpose

Griffith University has established a Major Research Funding Framework that supports the pursuit of research opportunities requiring large scale external investment. These major research opportunities will grow the University's research activity, partnerships and impact and make significant contributions to the University's Strategic and Research and Innovation Plans.

The primary purpose of the Strategic Manager, Major Research Funding role is to ensure the Framework is effective and continues to grow Griffith University's capability and success in leading the development and submission of major research funding proposals. This position is based within the Office of the Deputy Vice Chancellor (Research), reporting directly to the Deputy Vice Chancellor (Research) and working closely with academic groups and professional portfolios across the University including the Office for Research and its Research Development team.

2.0 Eligibility Requirements

The occupant of this position will hold postgraduate research qualifications and have extensive relevant experience in the development of major funding proposals and managing relationships with funding bodies and prospective partners, or an equivalent combination of relevant skills, knowledge and/or training/education.

3.0 Key Responsibilities

- Forge and maintain strong partnerships with major funders, particularly government, which are aligned to Griffith's research strengths ensuring they are aware of and contributing to the University's major research funding bids.
- Provide strategic insights, analysis, advice and guidance to the University around funders' and governments' emerging research needs and opportunities.
- Strengthen foundational support for researchers and research teams through the Major Research Funding Framework to mount competitive proposals by ensuring effective delivery of training, guidance materials and other resources that convey the expectations, performance standards, processes, and key stages for major funding proposals.
- Coordinate the development and implementation of a rolling multi-year plan for major research bids (primarily focused on contestable funding programs operated by the ARC and NHMRC), identifying immediate and longer-term opportunities, informing

institutional readiness and decisions around resourcing and planning, and setting realistic targets for the number of major research proposals that Griffith can successfully lead and partner on.

- Represent the Deputy Vice Chancellor (Research) and other senior executives and researchers in meetings with external partners.
- Develop a strong approach to forward planning for major funding proposals entailing early engagement with the University executive, Academic Groups, Office for Research, Industry and External Engagement, Advancement, and the adoption of strong project management principles and a stage-gate approach, such that the deliverables and the timing of these is established at the outset.
- Work with the Research Development Team in the Office for Research to ensure active management of the University's pipeline of major research funding opportunities and the development of highly competitive applications.
- Ensure the effective operations of the University's Major Research Funding Advisory Group.
- Strategically engage with professional portfolios within the University, including Industry and External Engagement and Marketing and Communications, to secure their services in raising awareness of Griffith University's efforts in pursuing major research opportunities.
- Provide support for rigorous quality assurance to ensure that Griffith's proposals and supporting documentation meet the standards of excellence expected of such bids.
- Such other duties as may be assigned by the Deputy Vice Chancellor (Research).
- Promote 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](#).