

Position Title	Chief Centre Operations Officer, ARC Centre of Excellence for Transforming Human Origins Research
Group/Portfolio	Division of the Deputy Vice Chancellor (Research)
Classification	HEW 10
Position Number	00064043
Reports To	Director, ARC Centre of Excellence for Transforming Human Origins Research
Employment Type	Fixed term

1.0 Position Purpose

The Chief Centre Operations Officer is a senior professional leadership role responsible for the operational, financial, and governance management of the ARC Centre of Excellence in Transforming Human Origins Research. Working in close partnership with the Centre Director, the position will enable the effective delivery of the Centre's strategic objectives by translating strategic direction into sustainable, compliant, and efficient operational practices.

Reporting to the Centre Director, the Chief Centre Operations Officer provides leadership over the day-to-day operations of the Centre and supports a complex, distributed research environment spanning multiple universities, research nodes, investigators, collaborators, and partner organisations. The role operates with a high degree of autonomy and is accountable for overseeing financial management, budgeting, resource allocation, regulatory and contractual compliance, and the coordination of collaborative arrangements.

The Chief Centre Operations Officer leads the development and continuous improvement of operational frameworks, systems, and processes that support research excellence while minimising administrative burden for Chief Investigators and partner researchers. The role also plays a key part in fostering a cohesive and collaborative culture across participating institutions.

As a senior member of the Centre's leadership team, the Chief Centre Operations Officer works closely with the Director, Deputy Directors, Executive Committee, Program and Platform Leads, and node leaders to deliver high-quality professional services, provide expert operational and strategic advice, and support the achievement of the Centre's priorities and performance expectations.

2.0 Eligibility Requirements

- The occupant of this role will hold postgraduate qualifications, or equivalent education and/or training, in a relevant discipline, together with extensive relevant experience. This includes proven expertise in senior leadership and management within a complex research intensive or similarly complex organisation, including responsibility for significant human and material resources.

3.0 Key Responsibilities

- Partner with the Centre Director and Centre Executive to develop and implement the Centres strategic and operational plans and contribute to strategic planning and the achievement of Centre and university goals.

- Lead and manage Centre operations, financial planning, infrastructure, budget, resources, regulatory compliance and contractual obligations with participating and partner organisations and funding agencies.
- Provide high-level specialist advice on, and taking responsibility for, preparing a range of documents such as progress reports, financial reports, research impact reports, grant applications, press releases, research and conference papers in consultation with the Centre Director and Centre Executive.
- Exercise strong financial management for delivering within budget targets. Coordinate with partners on financial reporting, audits and perform financial planning, budgeting and analysis for the Centre.
- Set and monitor annual work plans for the Centre's operations team and lead and provide direct supervision to Centre professional staff employed at Griffith and manage a work environment of continuous review and improvement of business practices, operational processes and service provision.
- Manage, coach and develop a high-performing and effective team with a focus on operational and service excellence. In conjunction with the Director manage the training, and career development of Centre staff and provide leadership, mentorship and project management support to the administration team.
- Implement performance measures for Centre research, research training and research translation and impact developed by the Centre Director, Executive and chief investigators, and develop evaluation frameworks and systems to track, analyse and evaluate the effectiveness of Centre activities and enhance reporting capabilities.
- Support programs of research and analysis in areas of functional specialisation, including making recommendations and coordinating regular high-level business reporting.
- Lead and manage significant strategic projects, large-scale review and development of policy and procedure, and complex compliance and quality processes.
- Manage and oversee risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with ARC, University and legislative requirements.
- Drive compliance with ARC and other regulatory requirements and other logistics providers regulatory requirements in and for the field research components, and University policy, procedure and protocols relevant to the research and policy implementation being conducted.
- Develop and maintain strong partnerships with other relevant business units at Griffith University and the other University nodes and partner organisations in the ARC Centre, functional areas and key staff, including the provision of expert advice management of strategic partnerships for the University.
- Lead and 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.
- Other duties as required by the Centre Director, consistent with the classification level of the position.

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](#)