

<b>Position Title</b>	Research Development Manager
<b>Group/Portfolio</b>	Office for Research
<b>Classification</b>	HEW 9
<b>Position Number</b>	00051457
<b>Reports To</b>	Head, Research Development Team
<b>Employment Type</b>	Fixed Term

## 1.0 Position Purpose

The Research Development Manager is responsible for identifying and generating, assessing, developing, structuring, negotiating, executing, and managing strategic research grant opportunities for the University in selected disciplines. The incumbent will help to raise the research capability and profile of the University through increased participation in major strategic research collaborations both nationally and internationally, and in enhancing research income. The Research Development Manager will also review, contribute to or coordinate the development of particular grant applications and major collaborative and inter-disciplinary research funding proposals across the University.

The Research Development Manager will be based in the Office for Research but will work closely with particular discipline areas and academic elements of the University. The responsibilities of the position may also include work on major inter-disciplinary research proposals. The position will be expected to liaise closely with the Directors of relevant research institutes and centres, as well as the appropriate Pro Vice Chancellor and Deans Research.

The Research Development Manager will be expected to contribute to building capacity of the Research Development Team overall, and to implement relevant aspects of the Research Development Team's annual operational plan.

## 2.0 Eligibility Requirements

- The occupant of this position will hold a degree, preferably a higher research degree, in a discipline relevant to Griffith's research capabilities, and relevant experience; or an equivalent alternative combination of relevant knowledge and extensive experience in research management or research development.

## 3.0 Key Responsibilities

- Assist Griffith researchers with the planning and development of competitive grant opportunities within the ARC, NHMRC, MRFF, CRC and other select programs. Review the grant applications for select schemes within these programs.
- Identify, analyse, negotiate favourable terms, then implement significant research funding deals and collaborative opportunities with government, industry and other external organisations that increase Griffith's research capability, reputation, facilities and income.

- Assist Groups and Centres/Institutes to develop, present and implement strategies and business plans for enhancing research output, research income, and reputation in particular disciplines or elements, through leading or participating in major research initiatives and collaborations.
- As required for major initiatives, identify, develop and maintain business relationships with industry, government, publicly funded research organisations, and key funding bodies, and act as the primary point of contact with such external organisations. Effectively market and promote the University's research expertise, services and products. Position Griffith University as a preferred partner for external organisations looking to source research partners, research products and research-based policy advice.
- Contribute to the understanding of research staff of the importance of participation in major research collaborations with end-users. Help research staff to achieve successful collaborations with end-users and non-university research bodies.
- Identify and develop opportunities for major inter-disciplinary research proposals within Griffith in order to access significant external funding sources.
- Contribute to and plan and deliver training sessions and workshops for Griffith researchers
- Develop strong relations with other University support offices, including in particular Griffith Enterprise, Office of Advancement, Griffith International, and Marketing and Communications to ensure smooth coordination of all aspects of major research or research infrastructure proposals for external funding.
- Represent senior staff on committees, working parties and similar bodies, in order to establish or manage partnerships and source new research funding opportunities.
- 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.

#### 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 Self section of our [Capability Development Framework](#).