

<b>Position Title</b>	Centre Manager
<b>Group/Portfolio</b>	Health Group
<b>Classification</b>	HEW7
<b>Position Number</b>	000
<b>Reports To</b>	Manager, Group Research Services
<b>Employment Type</b>	Fixed Term

## 1.0 Position Purpose

The Centre (Entity) Manager provides high level support to the Research Entity Director, the Centre (Entity's) Leadership Team and oversees operations of the Centre. The Centre Manager is primarily responsible for the implementation of the Centre's strategic directions, reporting on performance indicators and targets, and the efficient, effective and equitable operation of the Centre, including its financial and human resources management.

As a valuable member of the Group Research Services Team, the Centre Manager role provides a shared resource to support the research work across the Group.

This position formally reports to the Manager, Group Research Services, however, the position may sit amongst the Group's Research Entities who direct the day-to-day priorities and work of the Entity.

## 2.0 Eligibility Requirements

- The occupant of this position will hold relevant qualifications, or an equivalent combination of relevant skills, knowledge and experience and/or education/training.

## 3.0 Key Responsibilities

- Support the Research Entity Director in operational and strategic planning, governance, budgeting, resource management and workforce planning.
- Support the Research Entity Director with membership criteria and to enhance the professional development and capability of researchers at different career stages. This may also include the coordination of specific training and mentoring programs.
- Oversees the Research Entity's budgets including reporting requirements to the Research Entity Director and relevant Griffith stakeholders.
- Initiate and foster professional relationships and networks with the University community, external stakeholders, professional bodies, and community organisations.
- Support the Research Entity Director and Entity leaders through the Establishment and

Review process for Research Entities including delivering the agreed objectives of the Research Entity.

- Assist the Research Entity Director and Entity members with the full scope of grant administration activities including identifying and promoting research collaboration and funding opportunities, delivering workshops for schemes or projects, providing support with associated documents and databases, and reporting of research activities.
- Work with the Group Research Services team, in particular the Group Research Development Managers and colleagues in OR, to coordinate expert reviews of grant applications to ensure compliance with scheme guidelines and University policies and procedures.
- Undertake analysis of data and preparation of reports to track Research Entity performance, identify business development opportunities and inform improvement opportunities.
- Manage and promote the Research Entity's strategic research programs including full organisation and coordination of all Entity events, including development of publicity materials and social media presence.
- Manage Research Entity facilities and space allocation, infrastructure, and equipment in collaboration with key internal partners such as Health and Safety, Office for Research and technical partners.
- Maintain 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](#).