

<b>Position Title</b>	Research Development Manager
<b>Group/Portfolio</b>	Griffith Sciences / Cities Research Institute
<b>Classification</b>	HEW 8
<b>Position Number</b>	00061015
<b>Reports To</b>	Director, Cities Research Institute
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The Research Development Manager position involves supporting the development of new research projects in any of the areas of research focus within the Cities Research Institute (CRI), Australia's largest research facility focused on all aspects of cities and communities and processes of urbanisation. The principal objective of the CRI is to carry out high quality research that underpins the development and implementation of meaningful and useful solutions to the challenges facing cities and communities throughout Australasia.

The Research Development Manager will work closely with the Director of the Cities Research Institute and other senior academic members to help develop robust research proposals and will be expected to contribute to building the research capacity of the CRI, and to implement relevant aspects of the CRI's strategic plan and relevant plans of Griffith Sciences and Griffith University.

## 2.0 Eligibility Requirements

- The occupant of this position will hold a tertiary degree and relevant experience, or an equivalent alternative combination of relevant knowledge training and/or extensive experience.
- The occupant will have demonstrated experience, knowledge, and skills on research partnerships at both internal and external levels for the university.
- An understanding of competitive research funding sources.

## 3.0 Key Responsibilities

- Support and assist the Cities Research Institute's research leaders to achieve successful grant development outcomes.
- Provide advice and feedback to researchers on grant applications to stimulate and facilitate growth, diversity and sustainability of externally funded projects including

project grants, fellowships, industry linkages, and multi- partner initiatives.

- Provide the Director, Cities Research Institute with cohesive strategic planning advice on grant applications and submissions internationally and nationally to raise the research capability and profile of Griffith Sciences through increased participation in major strategic research collaborations.
- Provide effective and in-depth assistance to academic staff throughout the grant application lifecycle, including identifying sources of research and infrastructure funding, facilitating research capacity-building activities, reviewing applications to ensure competitiveness and compliance with scheme guidelines, and planning and preparing budgets for research projects.
- Provide a key coordinating role in organising and building collaboration and partnerships within and beyond the University with key industry partners (government and nongovernment), funders (research schemes, tenders and philanthropy) and other stakeholders.
- Liaise closely with the Research Grants and Research Development teams in the Office for Research and with Griffith Enterprise to offer cohesive support for grant development.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Support and 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](#).