

Position Title	Director, Office for Research
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	Senior Contract
Position Number	00041696
Reports To	Deputy Vice Chancellor (Research)
Employment Type	Fixed Term

1.0 Position Purpose

The Office for Research is Griffith University's provider of research services, research quality development and support. The Office for Research delivers professional research support services with functions spanning grants and contracts, research development, ethics and integrity, policy, performance and reporting. The Office for Research staff work closely with academic colleagues and senior managers to address strategic priorities in research across the University.

The Director will support the research goals and operations of the University by providing leadership in the management and delivery of high-quality research support, strategic advice and policy development, compliance and risk management within a client centred environment. In particular, the Director will:

- Lead and direct the overall operations of the Office for Research to support the University's research performance targets and enhance its research profile with its principal external and internal stakeholders at State, national and international levels.
- Provide strategic advice and risk management on all research, research funding and research policy matters affecting the overall research performance of the University.
- Develop strategic relationships, alliances and agreements, including with other University support offices, aimed at enhancing the impact and quality of the University's research performance in support of the University's strategic objectives and targets.

2.0 Eligibility Requirements

- Possession of tertiary qualifications in a field relevant to the University's research profile, preferably with postgraduate research-based qualifications and experience.
- Substantial applicable experience commensurate with delivering on the key responsibilities of the role, including advanced knowledge of higher education, research and innovation sectors in Australia.

3.0 Key Responsibilities

- Direct the operations of the Office for Research. Oversee the establishment of systems, policies and procedures underpinning the delivery of client-focussed services and enhancement of research performance. Develop strategic and operational plans which ensure Office operations and resources are aligned with University priorities and strategic objectives.
- Provide effective leadership to the Office for Research and its staff, ensuring staff understand University and Office strategic priorities and client service standards. Oversee staff performance monitoring, ensuring appropriate feedback processes are in place.
- Provide high-level strategic and policy advice and direction relating to the University's research performance including rankings, publications and research income, and lead and support institutional culture change underpinning these objectives.
- Develop effective networks and relations with key internal stakeholders including other support offices and senior academic and professional staff in support of the University's strategic research objectives, and to ensure that a high level of service and support is provided to the University and its academic community.
- Negotiate collaborations with external stakeholders to further the University's research agenda and enhance its research performance and profile; develop appropriate governance and legal arrangements in relation to such collaborations.
- Represent the University and its DVC Research in negotiations with external parties and in formal liaison and governance arrangements.
- Evaluate the performance and return on investment of programs, processes, functions or activities specifically designed to enhance the research profile and performance of the University.
- Identify areas of risk exposure and develop risk management strategies in relation to research and research support activities.
- Ensure that appropriate legal and procedural frameworks are in place to support the research undertaken by the University, to protect the University's interests, and to ensure that it can meet its contractual obligations in relation to research funding.
- Ensure compliance with external reporting, audit, contractual and legislative requirements in relation to University research.
- Contribute effectively to the overall strategic planning process of the University.
- Such other duties as directed by the Deputy Vice Chancellor (Research).
- 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 Others section of our [Capability Development Framework](#).