

# Manager, Capacity and International

Research Portfolio

Academic Division



the university  
for the real world



## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About the Research Portfolio

QUT has experienced the strongest, sustained research growth of any university in the sector over the last ten years. The scale and complexity of research at QUT has reached a level that requires enhanced processes and resources to support the University's research community in meeting its aspirations and compliance obligations.

The Research Portfolio provides high quality support and training and conducts compliance and reporting across a range of obligations at an organisational level in an environment of dynamic growth in cross institutional collaborations.

The Portfolio is currently comprised of a number of units including (but not limited to):

**Office of Research Services (ORS)** provides high quality support and assistance to QUT staff, students, collaborators and partners to identify, attract and manage funding from competitive, commercial, programmatic and consultancy sources. The Office also manages the university's research management platforms and coordinates internal and external research reporting.

**Office of Research Ethics and Integrity (OREI)** assists researchers in seeking ethical approval and governance of all human, animal and biological related research and in meeting statutory and research integrity obligations. OREI arranges research integrity, ethics and biosafety training.

**Office of eResearch** capitalises on digital disruption to deliver high-impact, transdisciplinary research. The Office works in partnership with researchers and end users to develop technological solutions that solve real-world problems by understanding the research question, bringing clarity to the technical and socio-technical challenges and applying leading-edge technology to develop solutions that meet the needs of QUT's stakeholders.

## Office of the Pro Vice-Chancellor (Graduate Research and Development)

- **Graduate Research Centre (GRC)** provides support and advice to higher degree research (HDR) candidates and supervisors across the HDR lifecycle including admissions and enrolment, award and administration of scholarships, candidature management and thesis examination.
- **Graduate Research Education and Development (GRE+D)** supports learning and skills development for all research students and their supervisors, thereby preparing industry and work ready research graduates.

## About the Position

The Manager, Capacity and International will play an important role in contributing to the development and delivery of initiatives and activities targeted towards raising the awareness of competitive research grant funding schemes with a focus on fellowships and international opportunities and increasing participation rates across the QUT research community.

This position operates in a complex and dynamic market environment with both an international and domestic focus. The Manager, Capacity and International will manage an extensive suite of competitive research grant funding schemes and, under direction from the Associate Director, Research Services, will coordinate strategic initiatives to ensure high quality assistance and support to the University's research community across the research funding lifecycle (pre-and-post award).

The position will be required to engage with a broad range of stakeholders, including but not limited to researchers; faculty and centre managers; state, national and international funding agencies; and collaborating organisation representatives external to QUT.

The role will be required to supervise up to three positions within the Research Grants Pillar.

This position reports to the Associate Director, Research Services for supervision, workload management and for Performance Planning and Review (PPR).

## Key responsibilities include:

- Work closely with the Associate Director, Research Services to develop funding strategies and high-quality assistance to support the research aspirations of QUT research centres.
- In consultation with the Associate Director, Research Services, coordinate the administration of external and internal research grant schemes (with a primary focus on fellowship and international opportunities) including identification of opportunities and developing and implementing strategies to assist the University in increasing funding success rates across schemes. This will include analysis and review of submission and success rates, as well as funding trends across major funding agencies.
- Coordinate processes to facilitate accurate advice to staff of the University (and external parties where relevant) with regards to specific funding scheme rules and requirements and participate in the review of research grant applications prior to submission in order to ensure each application's eligibility and competitiveness against scheme requirements and priorities.
- Working closely with the Associate Director, Research Services, manage the capacity and international functions of the Research Grants Pillar, including the direct supervision of up to three positions.
- In consultation with the Associate Director, Research Services work, collaboratively with the Manager, Research Projects, to facilitate the formation of ad-hoc teams from the pillar to collaborate on specific grant scheme peak periods or initiatives
- In consultation with various relevant units within QUT, including the Legal Services Unit, review and negotiate contracts associated with research grants awarded to QUT.
- Develop, organise and participate in information sessions, training sessions, strategic workshops, group and one-on-one sessions with the University's research community on research funding and research management topics, including ensuring researchers on each campus have access to face to face discussions on relevant topics as needed.

- Maintain current knowledge on information systems as related to the administration of research grant applications and project management.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses.

### Type of appointment

This appointment will be offered on an ongoing, full-time basis.

### Location

Kelvin Grove campus.

## Selection Criteria

1. Completion of a postgraduate qualification together with extensive experience in research grant administration, particularly across the larger national and international funding agencies, or an equivalent combination of relevant experience education and/or training.
2. Demonstrable knowledge of the current research funding environment, national policies, and funding issues relating to research grants and contracts administration, including evidence of skills required to read and interpret large and complex policy documents.
3. Demonstrated knowledge of contractual issues relevant for research contracts including intellectual property and demonstrated experience in reviewing and negotiating complex contracts.
4. Evidence of highly developed written communication skills, which will enable the appointee to write reports, proposals, review research grant applications and negotiate research contracts.

5. Demonstrated high level oral and interpersonal communication skills, including the ability to effectively consult and negotiate with external clients on a range of sensitive and confidential issues in a professional and confident manner, and the ability to successfully deliver information and training to individuals and groups of various sizes.
6. Demonstrated ability to lead and supervise staff with a proven ability to motivate and develop staff to achieve positive client service and work area outcomes in the context of competing deadlines.
7. Evidence of well-developed computing skills and a demonstrable knowledge and understanding of relevant information systems and software related to the administration of research grant applications and project management.

### Remuneration and Benefits

The classification for this position is Higher Education Worker Level 9 (HEW9) which has an annual remuneration range of \$133,427 to \$139,780 pa. Which is inclusive of an annual salary range of \$114,040 to \$119,470 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

