POSITION DESCRIPTION

Pro-Vice Chancellor Research

Position Level	Senior Academic Appointment
Faculty/Division	Division of Research & Enterprise
Position Number	00155658
Original document creation	March 2023

Position Summary

The Pro Vice-Chancellor (Research) is a senior leadership role at UNSW Sydney supporting the Deputy Vice-Chancellor (Research & Enterprise) in the management of the Division of Research & Enterprise, and in achieving the objectives of the University's 2025 Strategy.

The Pro Vice-Chancellor (Research) has executive responsibility for the Research Strategy Office (RSO), the Research Grants & Contracts Office (RGC), and the Research Ethics and Compliance Support (RECS) unit and has oversight of the Scientia Academic Program, Excellence in Research for Australia (ERA) and Engagement & Impact Assessment (EI), and UNSW's Centres & Institutes. Additionally, the Pro Vice-Chancellor (Research) has responsibility for research integrity management, working closely with the UNSW Integrity Unit.

The Pro Vice-Chancellor (Research) works collegially and constructively with other Divisions and Faculty Deans and Associate/Deputy Deans to ensure that UNSW Sydney is positioned as a leading research-intensive institution and is an advocate for UNSW in all external contexts, in Australia and internationally. The Pro Vice-Chancellor (Research) reports directly to the Deputy Vice- Chancellor (Research & Enterprise) and works closely with the Pro Vice-Chancellor (Research Training), Pro Vice-Chancellor (Research Infrastructure), Pro Vice-Chancellor (Industry & Innovation), Executive Director (Research & Enterprise), and other senior staff in the Division of Research & Enterprise.

Accountabilities

The role of the Pro Vice-Chancellor (Research) is broad and encompasses a number of accountabilities. The following outline some of the specific accountabilities for this role but is not exhaustive.

Strategy and Direction

- Provide strategic advice to the Deputy Vice-Chancellor (Research & Enterprise) on research priorities, and strategies and mechanisms to achieve these.
- Proactively plan for, and respond to, the changes in the Australian and international policy environment that affect research.
- Promote the University's research capability and research profile, both locally and internationally, to position the University as a research destination for leading researchers, collaborators and higher degree research students.
- Enhance the research staffing profile of the University by implementing strategies to increase the number of research-only Fellowship holders in areas of identified research strength and strategic importance to UNSW Sydney.
- Deputise for the Deputy Vice-Chancellor (Research & Enterprise) in all aspects of the UNSW research & enterprise portfolio, when required.

Operational

- Promote and extend high-quality competitive grant and fellowship applications aligned with UNSW Sydney's 2025 Strategy and maximise returns in external research income.
- Initiate and implement programs to attract and retain the highest quality research Fellowship holders for UNSW Sydney.
- Work in collaboration with the Pro Vice-Chancellor (Industry & Innovation) to increase UNSW's success in end-user research funding and collaborative research schemes.
- Implement mechanisms to identify and monitor the effectiveness of new research initiatives in achieving outcomes, including return on investment.
- Lead UNSW input and responses to government consultation and assessment exercises pertaining to research.
- Primary responsibility for various portfolios within the Division, such as Cooperative Research Centres, Interdisciplinary Institutes, etc. and other responsibilities agreed in consultation with the Deputy Vice-Chancellor (Research & Enterprise).
- Work with the UNSW Integrity Unit to review initial breaches of research

misconduct, investigate, and make recommendations to the Deputy Vice-Chancellor (Research & Enterprise).

Relationship Building

- Build effective communication systems with Deans, Associate/Deputy Deans, Heads of School and key researchers across UNSW.
- Develop and manage strong alliances with key partner universities and government agencies.

Staff Management

- Provide outstanding leadership to professional staff in the Division of Research & Enterprise to instil a client-focused culture.
- Ensure that all staff comply with UNSW Sydney Work Health and Safety (WHS) policies, plans and procedures and that WHS is a key priority in the Division of Research & Enterprise.
- Ensure performance reviews and career development assessments of staff in the Division of Research & Enterprise are undertaken on a regular basis in accordance with University policy.

Committee and Board Membership

- Membership of University Committees including Academic Board, the University Research Committee and others as required.
- Represent the Deputy Vice-Chancellor (Research & Enterprise) as required such as at the Group of 8 (Go8), Universities Australia and NSW Deputy and Pro Vice-Chancellor (Research) Committees.
- Represent the University externally at board and committee level, and in international research consortia, as required.

Other

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A PhD and recognition as a leading international authority in a discipline consistent with UNSW Sydney's strategic objectives, with a strong track record of research and research training;

- A research leader of the highest integrity;

- An in-depth knowledge and understanding of the Australian and international higher education research environments and cross-institutional areas of higher education funding, operations, human resources, international, and advancement;

- Demonstrated outstanding leadership and entrepreneurial skills, with the capacity to think strategically, develop organisational research capacity, implement strategic plans, manage budgets, and lead change in a large, complex and diverse organisation;

- Exemplary interpersonal and communication skills, including demonstrated strengths in:
  o high level national and international advocacy;
  o motivating staff and researchers;
  o influencing and negotiation skills;
  o establishing and maintaining effective relationships across research, industry, and government; and
  o the ability to represent UNSW Sydney nationally and internationally;

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.