

## Position Description – Centre Manager (NCGRT)

Updated 19 August 2024

POSITION DETAILS	
College/Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Research Development and Support
Supervisor (Title)	Director, Research Partnerships and Development
Classification	Higher Education Officer Level 8
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>Under broad direction, the Centre Manager (NCGRT) will facilitate the growth of ground water research capability and activity of Flinders University by providing high level strategic support and management of the National Centre for Groundwater Research and Training (NCGRT). This role will support strategies to increase the number of quality research collaborations by identifying and translating key opportunities for external investment. In addition, the role is responsible for promoting and marketing the key research capabilities of the NCGRT and other key organisational activities related to the sustainable operation of the Centre.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University <a href="#">COVID-19 Vaccination Policy (2022)</a>. If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

### KEY POSITION RESPONSIBILITIES

The Centre Manager is accountable for:

1. Contributing to the development of the Centre's strategic planning and the implementation of strategic direction and initiatives for the Centre.
2. Identifying and investigating funding opportunities for the Centre and facilitating the preparation of funding proposals.
3. Facilitating collaborative ventures with researchers across the disciplines relevant to developing projects in water research and related areas of endeavour.
4. Contributing to the development of the Centre's strategic planning and the implementation of strategic direction and initiatives for the Centre.
5. Identifying national groundwater industry training needs and designing an annual program of events that addresses those needs.
6. Contributing to and coordinating the production of project reports and the Centre Annual Reports.
7. Providing executive support to committees and working groups including preparing agenda papers, minutes, correspondence and follow-up action.
8. Organising and participating in meetings for staff and representatives from external organisations to facilitate grants, proposals and new opportunities.
9. Coordinating the arrangements for and activities of external visitors to the Centre.
10. Preparing information and representing the Centre, including the researchers and the overall research capability, at a range of external events and meetings in order to build the reputation of the centre, promoting groundwater and assisting in the generation of new funding opportunities and/or potential partners.
11. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Progress towards Postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education and/or training.
- Previous experience working in a vocational training and/or professional development environment.
- Highly developed administrative or organisational skills and demonstrated ability to follow through and complete designated tasks at a high level of quality and commitment.
- Significant experience in project management or a business development role especially in the research field.
- Ability to facilitate and coordinate the writing of complex research grant applications, and attract research grant funding.
- Well-developed liaison and negotiation skills, and the ability to work cooperatively with a diverse range of people.
- Working knowledge of groundwater research with the ability to understand, translate and communicate research performed in the Centre to wide audience.
- High level research communication skills in written and oral forms including public speaking.
- Experience in working as part of a large team and with multiple leaders.

- Demonstrated ability to work at a strategic level in partnership with senior managers including the ability to work with a high level of initiative and decision making.

FINAL