

Position Description – Partnerships, Education and Policy Manager

Updated 23 July 2024

POSITION DETAILS	
Portfolio	Deputy Vice Chancellor (Research)
Organisational Unit	Research Development and Support
Supervisor (Title)	Chief Operating Officer (ARMS)
Classification	Higher Education Officer Level 9
Employment Type	<p>Fixed-term, full time – three years from commencement date.</p> <p><i>Note: A reduced employment fraction may be considered for the right candidate.</i></p>

POSITION SUMMARY
<p>The Australasian Research Management Society (ARMS) is the Australasian association of research management professionals. The Society's membership spans universities, independent research institutions, government, health research and other relevant organisations from across the Australasian region including Australia, New Zealand, and Singapore. Under broad to generally unguided direction and in accordance with the Strategic goals as set by the Board of Directors, the Partnerships, Education and Policy Manager will be responsible for leading, supporting and enabling:</p> <ul style="list-style-type: none"> • Professional development programs of the Society: the expansion of ARMS' suite of education, training, and professional development programs. • Partnerships: partnership engagement and business development to assist in growth of the ARMS membership base and the diversification of ARMS revenue sources. • Policy and advocacy: ARMS advocacy role includes preparing responses to policy consultations and similar initiatives to ensure that research management's voice is heard. <p>The incumbent will report to the ARMS Chief Operating Officer (COO), will work closely with the President, and will engage closely with the Society's Education and Professional Development Committee (EPDC) and the ARMS Accreditation Council. The incumbent will also provide functional supervision to the Accreditation and Member Engagement Coordinator.</p> <p>Flexibility in working hours is necessary as after-hours work, including international and interstate travel, may be required, and must be approved by the ARMS COO. Flinders University will employ the person in this role under a secondment arrangement through the hosting arrangements ARMS has in place with Flinders University. As a result, they must adhere to Flinders University's Code of Conduct, policies, and procedures.</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"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • 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;

- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

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.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). 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.

As a member of the ARMS Executive Office, the incumbent will also be required to adhere to the [Society's Code of Conduct](#).

KEY POSITION RESPONSIBILITIES

The Partnerships, Education and Policy Manager is accountable for:

Professional Development Programs of the Society:

1. Providing specialist high-level strategic advice and business development leadership for the full suite of ARMS' education, training and professional development programs as detailed in [ARMS' Professional Development Framework](#) (PDF), including strategy formulation, governance and operational oversight. Functions include, but are not limited to:
 - In consultation with ARMS' Education and Professional Development Committee, the ARMS Accreditation Council and the ARMS Board, identifying business opportunities for professional development, education and training within the Professional Development Framework of the Society and making recommendations to the ARMS Board where strategic opportunities for increasing uptake of education and training programs.
 - Actively leading, measuring, monitoring, and improving all aspects of quality service delivery for ARMS' professional development programs and initiatives, including Foundation Level and Established/Professional Accreditation programs. This includes, but not limited to, review of existing modules to ensure content currency with changing policy and trends and preparing recommendations for developing new modules/electives and ensuring that they are appropriately developed and delivered.
 - Working with the Accreditation Council to continuously review and refine the Society's Accreditation Program policy and the Accreditation Framework through strategic advice.
 - In conjunction with the ARMS COO, Treasurer and Management Accountant, continuously review the strategic and financial viability of ARMS Programs.
 - Providing regular reports to the ARMS Board, Accreditation Council and the Education and Professional Development Committee and other working parties as required on business development opportunities for education and training.
 - Providing high level executive support to the ARMS Education and Professional Development Standing Committee.

Partnerships:

2. In consultation with the ARMS Board and with active input by the Member Services Committee, develop and support business models and plans for further growth of the Society's membership base through

increasing the diversity and breadth of the membership base and deepening engagement with current members.

3. Actively promote and represent ARMS' member benefits with a variety of key stakeholders, sponsors and collaborators and manage engagement and relationships for positive outcomes.

Policy and Advocacy Support:

4. Stay informed on current policy trends, changes and initiatives including consultation and legislative changes relevant to research management and research management professionals.
5. As requested, develop (coordinate, draft or write) responses to consultations from the Government and other bodies that impact research management within and across ARMS' geographic range. In this regard, you will work closely with the President, ARMS' Special Interest Groups, other ARMS members, and stakeholders.

Other:

6. Provide advanced Executive support for the Directors SIG by working with the appointed Convenors to develop the agenda for regular SIG meetings throughout the year. This includes coordinating guest presenters, attending meetings, disseminating regular updates both by direct email and through a dedicated LinkedIn Group.
7. Deputising for the ARMS COO as required which includes motivating, building, and leading a high-performance team.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Postgraduate qualifications and relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of experience and/or education and/or training. In particular, experience in a business development/ education and professional development/ policy and advocacy or related areas, preferably in higher education
- A high-level understanding of research management, ideally with significant direct experience, as well as a detailed understanding of the key responsibilities of research management professionals.
- A high-level of experience in providing timely strategic advice, high level analytical skills and business acumen to develop new initiatives and business development models and partnerships.
- High-level experience in the review of policy, procedures, and practice in implementing new processes, resources, and systems for business development activities.
- High-level interpersonal and oral communication/ presentation skills, including the ability to develop and maintain productive relationships with internal and external stakeholders.
- High-level written communication skills including the ability to write reports, discussion papers, business plans, guidelines, and processes.
- High-level of attention to detail, exceptional follow through and an ability to focus on strategic agendas while managing day-to-day job activities.
- Enthusiasm, creativity, energy, and self-motivation with a flexible, outcomes and solutions-oriented attitude and approach.
- Comprehensive knowledge of the Australian and international Higher Education Environments.
- Comprehensive understanding of a Not-for-Profit environment (*Desirable*).
- Demonstrated experience in working in an LMS environment (*Highly desirable*).