

**UNIVERSITY OF OTAGO
ŌTĀKOI WHAKIHU WAKA**

JOB DESCRIPTION

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| ROLE TITLE: | Research Adviser |
| DEPARTMENT: | Coastal People Southern Skies |
| DIVISION: | Research |
| REPORTS TO: | Kaiurungi Programme Manager, Coastal People : Southern Skies |
| DIRECT REPORTS (FTE): | Nil |
| INDIRECT REPORTS (FTE): | Nil |

1. PRIMARY PURPOSE OF THE ROLE:

- Provide a high level of assistance and advice to academic staff in designated areas within the University (Sciences, Health Sciences, Humanities, School of Business) for the development of Centres of Research Excellence (CoRE) funding applications.
- Provide strategic advice and direction to individual academic staff and research groups for the development of applications that address the needs and investment signals of funding organisations.
- Negotiate research contracts relating to CoREs which maximise external research income, publication and intellectual property outcomes.

2. MAIN OBJECTIVES:

- Provide coaching, support and strategic advice for academic staff throughout the process of preparing CoRE grant applications.
- Provide project management advice, with the goal of increasing the project management skills of academic staff.
- Ensure that all research contracts recognise and compensate appropriately the intellectual property and the resource investment of both organisations.
- Develop and maintain effective contacts and working relationships with academic and other relevant staff of the University.

3. ACCOUNTABILITIES:

- Develop expert knowledge of the administrative requirements and aims, policies and strategies of CoRE funding organisations, both domestically and overseas (Royal Society of NZ, Tertiary Education Commission), and promote as appropriate.
- Develop and maintain a knowledge base and skill set commensurate with the strategic importance and management responsibility of the position.
- Develop and maintain effective contacts and working relationships with operational counterparts in external organisations.
- Keep abreast of developments in Government and areas of applied research of relevance to the designated area of responsibility, in support of the University's research objectives.
- Gather information and disseminate advice on CoRE funding opportunities, as requested by academic staff.
- Process CoRE grant applications ensuring compliance with University and external funding bodies' policies.

- Before preliminary approval, scrutinise each new application/proposal for research relevance and quality, resources required, and for risk implications, with particular consideration of intellectual property ownership and publication rights, and advise the applicants accordingly.
- Provide accurate budgetary advice to academic staff in the preparation of research applications.
- Co-ordinate scrutiny of all research contracts, their revision where necessary and their signature by officers of the administering institution.
- Pro-actively negotiate research contracts to ensure maximum recovery of research costs (i.e. full cost recovery wherever possible).
- Collaborate with staff from the Research and Enterprise Office, as well as staff from other service and academic departments, in order to optimise research administration structures and processes.
- Develop and maintain an understanding of methods and information sources used by other team members and provide agreed backup.

4. KEY RELATIONSHIPS:

Directly responsible to: Kaiurungi Programme Manager

Supervision of: N/A

Functional relationships with: Deputy Vice-Chancellor (Research and Innovation)
Coastal People: Southern Skies leadership Research and Enterprise Office staff
Academic staff of the University
Heads of Department Associate Deans of Research
External funding organisations' staff Coastal People : Southern Skies members
Administrative, support and finance staff of host and external institutions.

5. BUDGETARY RESPONSIBILITY:

- Negotiation of contracts, and subsequent support for the management of research contracts, for sums ranging from hundreds to millions of dollars.

6. EXPECTED OUTCOMES:

- CoRE proposals are submitted by deadline and comply with University and funder policies.
- Highly professional and effective provision of information and advice related to CoRE applications and proposals.
- Highly professional and effective interpersonal relationships with Research and Enterprise team members, other University staff and clients.
- High level of satisfaction of academic staff and clients with all the services provided.
- Compliance with all relevant University and Divisional policies and procedures.

7. QUALIFICATIONS & EXPERIENCE:

- A university postgraduate research degree (preferably PhD).
- An extensive working knowledge of the academic and research environment in New Zealand, including relevant government policies and strategies.
- Strategic project planning and implementation skills in an academic or business background, in order to provide the knowledge base for maximising effective strategic management of research applications and projects.
- The ability to effectively promote the University's research objectives and strategies, while gaining and maintaining the respect of academic staff.
- Excellent communication skills, both verbal and written, and experience in writing and/or evaluating research proposals.
- Proven ability to plan and effectively manage a wide range of projects and clients simultaneously and with close attention to detail.
- The ability to interact effectively, tactfully and diplomatically with a wide range of individual staff.
- Self-starter attributes, including the ability to initiate, act independently and as part of a team, and to work in set timeframes.
- An enthusiastic, client-focused approach, with the ability to empathise with and enthuse research staff.
- A professional, accountable, pro-active and service-orientated approach.
- A positive attitude to change.
- A high level of discretion in dealing with confidential matters.
- Excellent team skills.
- Excellent analytical skills.

8. SPECIAL REQUIREMENTS:

Off-campus domestic travel may be required to attend the annual Symposium as well as travel to partner locations in Aotearoa.

9. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

10. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Pacific Strategic Framework.

11. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

12. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day- to-day activities.