**ROLE DESCRIPTION**

**Associate Dean (Research)**

**Division of XXXX**

**General**

The Associate Dean (Research) will provide support and advice to the Pro-Vice-Chancellor, Heads of Department (or equivalents) and academic staff in the Division of XXXX on matters related to research to develop and implement strategic policies with the goal to enhance the research reputation of the Division in accordance with the strategic directions and policies of the University. This role reports to the Pro-Vice-Chancellor (XXXX).

This position is 0.XX FTE with administrative support provided by the Divisional Office.

**Main Objectives**

* Provide support and advice to the Pro-Vice-Chancellor on research developments
* Provide academic research leadership and model the behaviours expected of a successful researcher in the Division
* Provide leadership and be responsible for developing strategic directions, policies and procedures which support and govern the administration of research within the Division to enhance the research reputation of the Division and the development of research talent
* Support the Deans, Heads of Department (or equivalents) and academic staff in the Division to develop and grow their research portfolios, particularly from external funding and through interdisciplinary, inter-institutional and inter-divisional collaborations
* Build/grow enduring relationships with external funders and users of research via Research and Enterprise Director and staff

**Key Tasks**

* Facilitate research collaborations and relationships that are important for the Division through relevant networks and membership of appropriate internal and external committees and working parties
* Have oversight of implementation of the Division’s research goals, strategies and actions of the Strategic Plan, including PBRF-related initiatives
* Support and provide leadership for Divisional responses to research-related areas of University Strategic Frameworks, including the Māori Strategic Framework, Pacific Strategic Framework and Sustainability Strategic Framework
* Represent the Division on the University Research Committee
* Chair the Divisional Research Committee (except in the Division of Sciences)
* Participate in Divisional Executive (or equivalent) meetings
* Mentor fellow academics on research matters as requested (except in the Division of Health Sciences)
* Represent the Division at the University level on research matters and on appropriate University Committees
* Act for the Pro-Vice-Chancellor in some formal duties when required
* Other duties as specified by the Pro-Vice-Chancellor, or in accordance with the Division’s strategic directions and policies

**Person Specification**

The Associate Dean (Research) will:

* be an experienced member of the Division’s academic staff with leadership skills and strong or outstanding research experience and teaching ability
* have an interest and experience in the development of research relationships and strategic planning for collaborative research
* have excellent organisational, communication and interpersonal skills and an ability to work collaboratively across Departments/Schools/Divisions

**Key Relationships**

Directly responsible to:

* Pro-Vice-Chancellor

Functional relationships:

* Deputy Pro-Vice-Chancellor (if position exists)
* Divisional Executive, including other Associate Deans at Divisional level (and within Schools or Programmes where they exist)
* Senior professional staff members supporting research within the Division
* Deans, Heads of Departments, Heads of Schools and Heads of Programmes (as appropriate to the Divisional structure)
* Directors of Research Centres and/or coordinators of research clusters, groups or networks within Division
* Academic staff, research-only staff and postgraduate research students in the Division
* Staff in the Divisional Office
* Divisional Research Advisor(s)
* Associate Deans (Research) in other Divisions
* Directors of relevant Research Centres external to the Division
* Deputy Vice-Chancellor (Research and Enterprise)
* Director (Research and Enterprise) and R&E staff
* PBRF and Publications Manager
* CEO (Otago Innovation Limited) and staff

**Division-specific Key Tasks**

**Commerce (currently 0.2 FTE)**

* Assist with the developments and implementations of internal Divisional systems for supporting and improving the quality of bids for UORGs and external research grants (e.g. FRST, Marsden)
* Provide high-level support to academic staff with applications for research funding in conjunction with Divisional Research Advisors
* Assist with external accreditation (EQUIS and AACSB)

**Humanities (currently 0.5 FTE)**

* Provide advice on Government policy that affects research
* Promote thematic research and foster the evolution of potential research themes and centres within the Division and across to other Divisions where appropriate
* Communicate the state of research in the Division via forums, internal meetings, and Divisional research blog posts
* Assist with the developments and implementations of internal Divisional systems for supporting and improving the quality of bids for UORGs and external research grants
* Compile business intelligence for the Division on publications, significant projects, major research grants, and new research initiatives. This includes compiling and analysing information on the activities and rates of success of the researchers and various units within the Division
* Disburse Humanities Research Network Funding, Marsden near-miss funding, etc.
* Be the point of contact for the Research and Enterprise Office
* Provide high-level support to academic staff with applications for research funding in conjunction with Divisional Research Advisors
* Engage with academic units in the Division to help facilitate/enhance the research opportunities of their staff
* Attend research forums that will benefit the Division, where appropriate

**Sciences (currently 0.2 FTE)**

* Be the point of contact for the Research and Enterprise Office
* Provide high-level support to academic staff with applications for research funding in conjunction with Divisional Research Advisors
* Engage with academic units in the Division to help facilitate/enhance the research opportunities of their staff
* Attend research forums that will benefit the Division, where appropriate
* Convene the Divisional 3-Minute Thesis competition
* Participate in regular meetings with other Divisional Associate Deans
* Membership of recruitment panels for hiring new academic staff
* Attend monthly Divisional Academic Board meetings

**Health Sciences (currently 0.3 FTE)**

* Provide advice on Government policy, and international trends, that affect research
* Support the Pro-Vice-Chancellor in the governance, and strategic support, of research infrastructure across the Division, as Deputy Chair of the Divisional Research Infrastructure Governance Group (DRIGG)
* Promote thematic research and foster the evolution of potential research themes and centres within the Division and across to other Divisions where appropriate
* Network with the Associate Deans (Research) in the Schools of the Division
* Support and be part of the annual Divisional Research Day
* Assist with interactions with senior research personnel visiting the University and the Division

*Functional relationships*

Divisional Research & Development Manager

Associate Deans (Research) in each School of the Division