# Position Description

## Centre Director

Office of the Deputy Vice-Chancellor or Faculty

| | |
|---|---|
| **Classification** | AILP |
| **Special conditions** | Position will attract a salary loading in accordance with the AILP Procedure |
| **Workplace agreement** | Charles Sturt University Enterprise Agreement |
| **Date last reviewed** | January 2025 |

## Office of the Deputy Vice-Chancellor

The Office of the Deputy Vice-Chancellor, Research is responsible for leading Charles Sturt University's research agenda to enhance research impact, output and engagement. This includes research training, partnerships, innovation, and commercialisation. A key focus is the development and implementation of strategies in these areas that increase capability, quality and impact in accordance with the goals of the university.

## Organisational chart
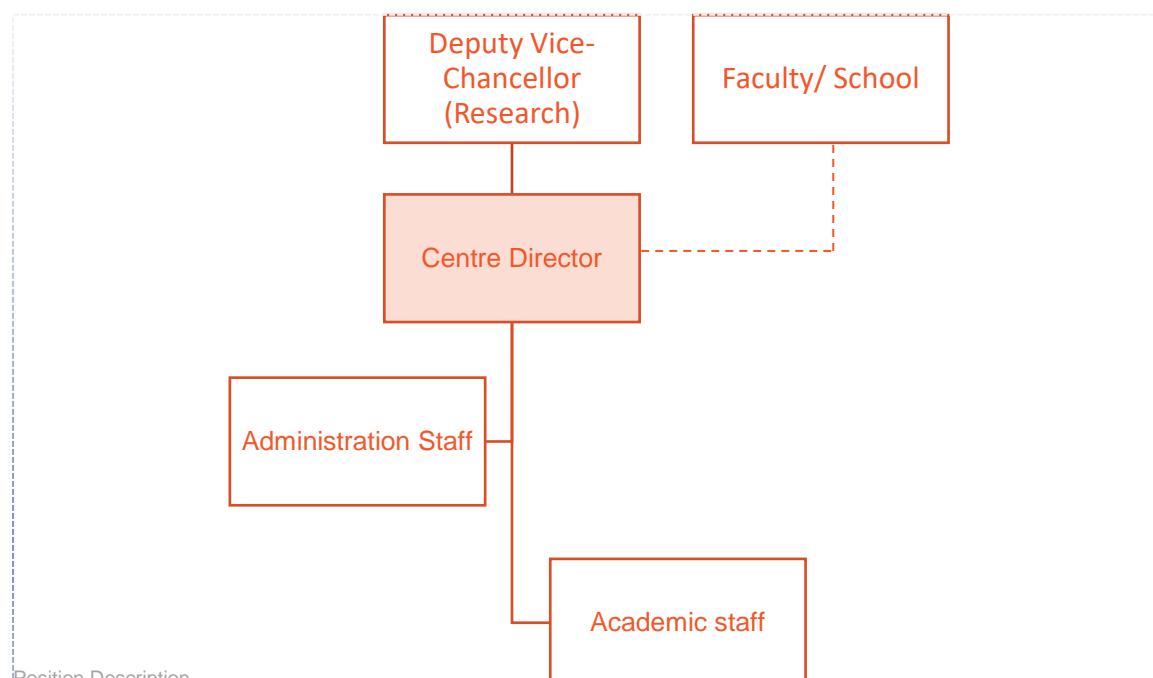
## Reporting relationship

**This position reports to:**   Deputy Vice-Chancellor (Research)

**This position supervises:**   Centre academic staff

Centre administration staff

## Key working relationships

- Centre members
- Faculty and School Leadership
- Pro Vice-Chancellor Research Performance and Governance
- Finance Business Partner,
- DPC Business Partner,
- Business Operations and Engagement Manager (Research),
- Office of Engagement and Enterprise.

## Position overview

The Centre Director is accountable to the Deputy Vice-Chancellor (Research) for academic leadership of the Centre. The Centre Director is responsible for delivering on the business case of the Centre.

## Principal responsibilities

- **Values:** Consistently embody the University's values in behaviour and decision-making, while encouraging inclusivity and collaboration to foster a safe and respectful work environment.

- **Leadership**: Lead by example to inspire, empower, and foster a culture of collaboration, innovation, and continuous improvement. Ensure clear direction, effective communication, and accountability, driving organisational success and individual growth, and a safe working environment.

- Lead and manage the research centre to align with the Centre's business case and ensuring a culture of high performance, collaboration, and compliance within the universities plans and policies.

- Promote excellence in research through strategic planning, development, and implementation of programs, supporting quality research practices, securing external funding, and identifying and pursuing research commercialisation opportunities.

- Working with Faculties to effectively supervise Higher Degree by Research (HDR) students, fostering a positive and inclusive student experience.

- Enhance the centre's profile nationally and internationally by building strong connections with industry, government, and professional bodies while promoting research impact and collaboration.

- Develop, manage, and allocate resources, infrastructure, and finances to support the centre's activities, ensuring sustainability and alignment with the University's priorities.

- Develop and maintain a culturally safe environment for research staff and students.

- Ensure compliance with governance, academic risk management and operational frameworks are in place to support compliance with legislation. This includes the provision of effective governance of the enterprise activities associated with the centre.

## Required capabilities

This section comprises capabilities from the Charles Sturt Capability Framework. Read the Framework for more detail regarding these capabilities.

| Capability | Capability Definition | Level of influence |
|---|---|---|
| **Innovates** | | |
| **Creates Innovative Solutions** | Uses methodologies that open up creative thinking and transform ideas into actionable plans and strategies. Reflects on outcomes and drives ongoing improvement. | Influence groups/systems |
| **Connects** | | |
| **Builds Relationships** | Implements interdisciplinary collaboration, adopts diversity and inclusion principles, and facilitates relationship building to work effectively with others. | Influence groups/systems |
| **Communicates with Influence** | Listens to understand the position of others and leverages effective communication and negotiation skills in order to influence and navigate toward mutually beneficial outcomes. | Influence others |
| **Achieves** | | |
| **Plans and Prioritises** | Effectively plans and aligns priorities with strategy. Effectively allocates and utilises resources to achieve goals. | Influence others |
| **Optimises Outcomes** | Consistently achieves desired results as evidenced through measurement. Recognises accomplishments by praising achievements and sharing success stories to promote learning. | Influence others |
| **Drives Impact** | Collaboratively engages with peers and stakeholders in the community and industry. Places our people and students at the centre of design decisions. | Influence groups/systems |

This section comprises of Enabler and Manages Effectively capabilities from the Charles Sturt Capability Framework.

| Capability | Capability description | Level of influence |
|---|---|---|
| **Enablers** | | |
| | | |
| **Manages Finances** | Applies responsible financial and resource management practices to achieve value for money and support financial sustainability. | Influence self |

| Manages Projects Effectively | Applies effective planning and coordinates effort using project management practices to deliver specific project objectives. | Influence others |
|---|---|---|
| **Manages Effectively** | | |
| **Builds Effective Teams** | Builds teams with complementary abilities and skill sets, encourages effective communication and collaboration and cultivates a supportive environment to reach objectives. | Influence others |

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.

- On occasion drive a vehicle distance up to 500km per day within the terms of the university's Driver Safety Guidelines

- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.

## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

A. An academic appointment at Level D or above.

B. A sustained record of research excellence with national and/or international recognition, demonstrated through significant contributions in their area of research. The candidate will provide evidence of high-quality research outputs, successful research leadership, and impact in an area relevant to the Research Centre.

C. Demonstrated capacity to lead and develop academic staff in research, scholarly and professional activities;

D. Ability to provide strategic direction to the Centre, consistent with University plans and policies;

E. Demonstrated successful record in research and leading research teams;

F. Demonstrated ability to engage effectively with industry and stakeholders, including the capacity to build and maintain productive relationships, and represent the organisation with credibility and professionalism.

G. Ability to manage and develop the finances, resources and infrastructure of the Centre;

H. Ability to contribute to the direction, leadership and management of the University;

I. Excellent interpersonal and communication skills and a commitment to collaborative and collegial processes.