Position Description

Research Program Leads

Gulbali Institute for Agriculture, Water and the Environment
Rural Health Research Institute
Artificial Intelligence and Cyber Futures Institute

Office of the Deputy Vice Chancellor (Research)

Classification	Academic Institutional Leadership Position
Delegation band	Delegations and Authorisations Policy (see Section 3)
Nature of Employment	Fixed term
Workload	0.5 FTE (Institute funded) 0.5 FTE (School, project or self-funded)
Special Conditions	Position will attract a salary loading equivalent in accordance with the AILP Procedure
Date last reviewed	March 2023

About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university's eight key performance indicators:

Our Students	- Enrolling sand graduating HDR students - Student experience
Our Research	- Research income - Research quality and impact
Our People	- Engagement - All injury frequency rate
Our Social Responsibility	- Underlying operating result - Community and partner sentiment

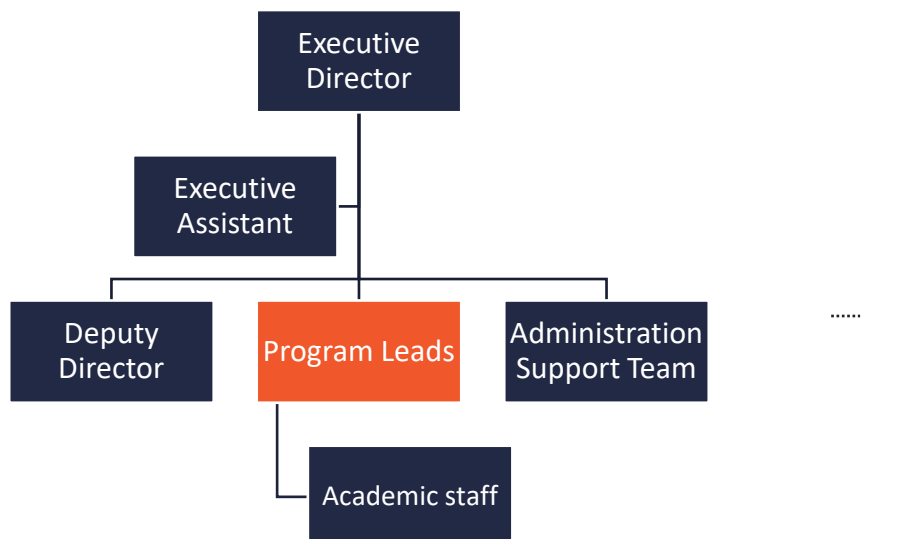## Office of the Deputy Vice-Chancellor, Research

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. The portfolio also includes First Nations engagement, which is a key area of importance for Charles Sturt.

Research Institutes

To deliver on the university goal of research excellence, the university is establishing three research institutes, all with a digital and regional focus:

1. Gulbali Institute
2. Rural Health Research Institute
3. Cyber, Data and Security Research Institute.

Organisational chart

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                    ┌──────────────┐
                    │  Executive   │
                    │  Director    │
                    └──────┬───────┘
        ┌──────────────┐   │
        │  Executive   │   │
        │  Assistant   │   │
        └──────────────┘   │
    ┌──────────┬───────────┼───────────────┐           │
┌───────────┐ ┌──────────────┐ ┌──────────────┐      ······
│  Deputy   │ │ Program Leads│ │Administration│
│  Director │ │              │ │ Support Team │
└───────────┘ └──────┬───────┘ └──────────────┘
              ┌──────────────┐
              │Academic staff│
              └──────────────┘
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Reporting relationship

This position reports to: Executive Director

This position supervises: Fellows, researchers, research assistants and students within the nominated program

Position overview

The Program Lead supports the Executive Director to achieve scholarly leadership in the development and delivery of research activities, and in the operational management of the Institute. The Program Lead will have research staff supervision and delegated portfolio responsibilities which align with an identified set of strategic and management objectives within the institute.

Principal responsibilities

The Program Lead shall support the Executive Director to:

- Lead and manage the particular research program and associated staff, ensuring that institute effort is contributing positively to the realisation of the University's research mission and strategy.

- Develop, implement and review institute plans of both a strategic and operational nature that relate to their specific research program including to develop and delivery, a positive HDR student experience, research impact and collaboration, community engagement and service.

- Maintain the confidence of staff building a culture that balances high performance with a harmonious and constructive work environment within the institute.

- Ensure governance, academic risk management and operational frameworks are in place to support compliance with relevant legislation, University policy, professional accreditation requirements and higher education standards. This includes assisting in the provision of effective governance of the enterprise activities associated with the institute.

- Identify, investigate and assess enterprise risks, taking necessary actions to mitigate risks.

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

- Maintain, at an appropriate level, a personal profile of achievement in research consistent the fraction

- Facilitate the profile and standing of the institute at both at a national and international level.

- Overseeing the processes to ensure the quality supervision of Research Higher Degree students.

- Overseeing processes related to the identification, development and reward of quality research practices and the acquisition of external research funding.

- Promote excellence in research, scholarly and professional activities, and support the development of staff to achieve such excellence.

- Working closely with the Executive Director, and Deputy Director to achieve the Institute mission

- When delegated, act for and on behalf of the Executive Director.

Additional responsibilities

The program leader may be called to advise on:
- Researcher status
    - Who should have "active researcher" status within the institute?
    - What level of activities are needed to maintain that status?
    - Developing membership criteria for adjuncts and students
- Research development
    - links with research partners, industry and our communities
    - Bringing project calls to the attention of the executive director and business development director
- Research area prioritisation and support structures to enhance ERA outcomes
- Providing advice on research infrastructure needs (which may also include helping to rank internal funding scheme applications)
- Budget and expenditure
    - advising on management of expenditure and income
    - Helping develop support structures that may help the institute achieve its goals
    - Ranking and selecting any institute support proposals which may be solicited
- Responses to requests for information, such as those in support of research excellence, engagement, and impact assessments
- Ranking and selection of HDR/Honours candidates through annual support calls
- Support with recruitment processes such as developing position descriptions or sitting on selection panels
- Advising on the development of structures/protocols to streamline process and ease workload issues
- Helping to structure the institute co-design process

Role-specific capabilities

This section comprises capabilities from the Charles Sturt Capability Framework identified as essential or critical for success in this role.

Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Take action	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).
Network	Bring people together and build relationships that deliver desired benefits and outcomes.
Listen closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
Lead and supervise	Set directions and standards, delegate, motivate, empower, develop others, recruit talent.
Present and communicate information	Speak clearly and fluently, express opinions, make presentations, respond to an audience, show credibility.
Write and report	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
Formulate strategies and concepts	Work strategically, set strategies, have vision, think broadly about the organisation.
Plan and organise	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.

Physical capabilities

The incumbent may be required to perform the following.

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

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

Selection criteria

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

Essential

A.   An academic appointment preferably at Level C or above.

B.   An established researcher in a field relevant to the institute, and the nominated program, with PhD-level qualifications and national/international standing evidenced through income generation, established collaborations, citation metrics and/or publication rates.

C.   Ability to contribute to the direction, leadership, and management of the institute consistent with university plans and policies.

D.   Demonstrated excellence in the coordination and management of matters related to staff supervision and development, partnerships, and research.

E.   Excellent communication and interpersonal skills with the ability to work collaboratively across Schools, Faculties, institutes, and the University.

F.   Ability to foster relationships that extend and develop the activities of the institute and the University.

G.   Supporting letter (no more than one page) from your Executive Dean/Institute Director/Head of School (as appropriate) endorsing the placement and providing clear commitment to co-fund 50% of your position. Any school/faculty work functions will be decided in collaboration with your Head of School and/or Executive Dean.

H.   An ability to think big, have a growth mindset and develop left-field or out-of-the-box solutions which may challenge conventional ways research has been undertaken at CSU

New South Wales

Brisbane

Dubbo

Port Macquarie

Orange

Bathurst

Sydney

Goulburn
NSW Police Academy

Wagga Wagga

Canberra

Albury–Wodonga

Wangaratta
Regional Study Centre

Victoria

Melbourne

● – Capital city   ● – Campus location