



Senior Research Support manager

Applied Agricultural Remote Sensing Centre

Position Statement

Faculty:	Faculty of Science, Agriculture, Business and Law	Position Number:	0000014544
School:	School of Science and Technology	Classification Level:	HE08
Business Unit:	Physics and Electronics	Location:	Armidale
Reports to:	Professor of Applied Agricultural Technology	Date Classified	24 August 2021
Number of direct reports:	Nil		

University of New England

The University of New England (UNE), Armidale is a regionally based, globally networked university that is renowned for the quality of its student experience and the excellence of its research specialisations. UNE pioneered teaching to external students making it the most experienced provider of distance and innovative online education. Currently there are over 26,000 students (84% of whom are distance/online students) and approximately 1,200 academic and general staff. The UNE decadal strategic plan 2021-2030, Future Fit, has been developed to guide the University to deliver on its enduring vision to support the aspirations of individuals in communities, and communities within regions, in a digital age.

- [Future Fit 2021-2030](#)

The Faculty

The Faculty of Science, Agriculture, Business and Law (SABL) is an innovative collaboration of scientists, researchers, and academics designed to deliver outstanding education and practical learning. The Faculty's vision, mission and aspirations are outlined in the [Faculty of Science, Agriculture, Business and Law Strategic Plan 2019-2025](#).

The Centre

Applied Agricultural Remote Sensing Centre (AARSC) is a national research centre created and housed at UNE to ensure delivery of agricultural remote sensing services to Australian and International agricultural industries. Whilst part of and situated at UNE, AARSC is to operate as a semi-autonomous body with authority to manage its own branding, contracting, financial delegation and UNE personnel assigned to AARSC. AARSC utilizes a fee for service partnership model amongst industry members aligned with research providers to establish a trusted collaborative network to deliver accurate, responsive and scalable cross-sectoral R&D services.

The Role

The Senior Research Support Manager is a senior role responsible for the management of high level and complex research related administrative tasks in the development of the operational and administrative activity of the Centre. The role provides leadership and management of the operational functions of the Centre along with close managerial and administrative support to the Director. The role will also take on the project leadership of the short course development and engagement,

currently being explored by AARSC. The Senior Research Support Manager will undertake regular evaluation, reporting, assessment, development and introduction of systems/procedures and where appropriate project manage and implement improvements.

The Role Key Responsibilities

Under Broad Direction:

1. Lead the management of the daily functions of the Centre and provide high-level administrative support and advice to the Director across a range of projects and planning activities that contribute to the effective management of staffing and physical resources of the Centre.
2. Provide project leadership in the development and engagement of short course material currently being explored by AARSC.
3. Provide Leadership and management to the technical staff in the Centre, overseeing administrative programs and operational services, including the continuous improvement, development and implementation of best practice administration and business systems, reporting and effective communication strategies internal and external to UNE.
4. Support and advise the Centre Director and other AARSC committees as required, exercising judgement, diplomacy and applying specialist knowledge to prioritise matters and ensure the Director is fully informed in relation to Centre matters.
5. Developing budgets, business cases and risk evaluations for external research grant proposals, fee for service contracts, potential partnership arrangements and providing assessments to the Director regarding compliance with UNE policy.
6. Coordinate work flows and processes between AARSC and relevant offices of the University to ensure timely processing and execution of research and other agreements.
7. Guide and develop a high-performance work culture, focused on the provision of excellence in customer service (both internal and external).
8. Working closely with People and Culture provide advice and support to the Director on all HR related matters including staff recruitment, workforce and succession planning, casual contracts, onboarding and induction, leave management, adjunct appointments and performance management.
9. Develop and maintain AARSC's web pages and social media accounts, liaising with relevant Centre and University staff and industry partners regarding content, where appropriate. Coordinate and assist with the production of the AARSC's promotional materials, including signage, merchandise and social media content.
10. In consultation with the Director undertake special projects, which may involve travel, research, analysis and drafting of relevant documentation including presentations.
11. Other duties as directed by the Director.
12. Ensure knowledge of the Rules, Policies and Procedures of the University (available on the University website) is maintained and abide by them as they are amended, varied or replaced from time to time.

Note: *It is not the intention of the position statement to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.*

How you will be assessed for the role

The UNE Core Capability Framework describes six core capabilities for all staff at UNE. Your merit will be assessed based on the demonstration of all or most of the following UNE core capabilities as they relate to the role:

- Shapes and Supports Strategy
- Leads and is Open to Change
- Acts with Courage and Integrity
- Delivers and Achieves Results
- Develops and Maintains Relationships
- Communicates with Influence

You will also need to exhibit the knowledge, educational requirements, skills and attributes required for the position.

Selection Criteria

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1. Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience in management areas; or an equivalent combination of relevant experience and/or education/training.
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2. Demonstrated ability high level management of resources, people, communication and reporting, including the development and interpretation of complex budgets, business plans and financial and other management reports.
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3. Demonstrated exceptional project management expertise (internal or external) including relevant financial management, communications, systems, processes, reporting and analytical skills.
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4. Ability to manage multiple projects, balance and prioritise tasks and resources, bring forward plans and recommendations and delivering projects on time, within budget and quality criteria.
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5. Demonstrated ability to lead a diverse team of professionals and to work as an effective team member.
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6. Ability to initiate and lead change and proactively operate within a constantly changing environment.
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