

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Assistant Manager (Research and Innovation Office)
Position Grade	E3 – Assistant Manager
Category	Executive
Campus / Unit	Sarawak Campus – School of Research (SoR)
Term of Appointment	Fixed-term Appointment
Effective Date	January 2025

Position Purpose

The Assistant Manager of the Research and Innovation Office will provide operational leadership and administrative management to support research grants, industry partnerships, intellectual property (IP) management, commercialisation, and research consultancy at the University. The position will ensure that all operations align with the University's research goals and provide effective support to academic units. This position involves managing research policies, finances, human resources, information technology, student services, and accreditation efforts to drive innovation and external collaboration.

The Assistant Manager will work closely with the Deans, Associate Deans, Centre Directors, Heads of Schools, and Discipline Leaders to ensure alignment with the University's strategic initiatives in research and innovation, particularly in business development, IP management, and commercialisation.

In undertaking these responsibilities, the position is expected to exhibit a highly professional approach in working closely and collaboratively with management and staff members at the Sarawak and Melbourne campuses and with parties (private and government) external to the University.

Participation in Committees

The position will be required to participate on relevant committees as needed to perform duties efficiently and as directed by the Associate Director, SoR; or Director, SoR; or Deputy Pro Vice-Chancellor (Research) – DPVC (Research); or Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

This position's supervisor/manager	Director, SoR; or any other person as assigned by an authorised personnel
Other positions reporting to this position	Administrative Executive(s), Administrative Officer(s)

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the significant outputs for which the position is responsible and are not a comprehensive statement of the position's activities.

KEY RESPONSIBILITY AREAS		
1.	LEADERSHIP AND SUPERVISION	<ul style="list-style-type: none"> Provide leadership to administrative executives and officers, ensuring effective coordination of all research and innovation activities, including grants, IP management, commercialisation, and consultancy projects. Supervise and mentor staff to ensure operational excellence and adherence to University policies and procedures. Facilitate professional development opportunities for administrative staff, promoting continuous improvement in their roles.
2.	GRANTS AND FUNDING MANAGEMENT	<ul style="list-style-type: none"> Manage internal and external research grant applications, ensuring compliance with University and external funding body guidelines. Oversee the administration of grants, including budget management, progress reporting, and compliance with grant conditions. Identify potential funding opportunities and work with the Faculty to prepare grant applications, including government and industry grants.
3.	INDUSTRY PARTNERSHIPS AND CONSULTANCY	<ul style="list-style-type: none"> Develop and maintain partnerships with industry stakeholders to promote research collaboration and consultancy opportunities Oversee research consultancy projects, ensuring all contractual obligations are met and aligned with University goals. Support the development of business models for consultancy and collaborative research projects, ensuring financial and legal compliance.
4.	POLICY, PLANNING, AND STRATEGIC DEVELOPMENT	<ul style="list-style-type: none"> Contribute to the development and implementation of research and innovation policies that align with the University's strategic goals. Collaborate with academic units to develop research strategies and meet the operational requirements for research initiatives. Provide input into long-term planning for research infrastructure, ensuring alignment with University priorities and external market trends.
5.	INTELLECTUAL PROPERTY (IP) AND COMMERCIALISATION	<ul style="list-style-type: none"> Manage the University's intellectual property portfolio, ensuring proper documentation, protection, and commercialisation of research outputs. Work with legal teams and external partners to negotiate contracts related to IP licensing, patenting, and commercialisation agreements. Facilitate workshops and training sessions on IP management and commercialisation to support researchers and faculty.
6.	FINANCIAL AND RESOURCE MANAGEMENT	<ul style="list-style-type: none"> Oversee the management of research and consultancy project budgets, ensuring efficient use of resources and compliance with financial policies Collaborate with the Finance and Business Analysis units to ensure timely invoicing, financial reporting, and budget allocation for research projects. Monitor and report on financial performance across all research and innovation projects, providing updates to senior management.
7.	ACCREDITATION AND COMPLIANCE	<ul style="list-style-type: none"> Ensure all research and consultancy activities meet University standards and are compliant with accreditation bodies such as MyRA, SETARA, and MQA. Maintain accurate records of research outputs and provide data for external audits and accreditation exercises.
8.	STAKEHOLDER ENGAGEMENT AND COMMUNICATION	<ul style="list-style-type: none"> Liaise with internal academic units, industry partners, and external stakeholders to promote research and innovation activities. Ensure clear and effective communication of research policies, grant opportunities, and processes to all stakeholders. Organise workshops, conferences, and other events to engage researchers, industry partners, and funding bodies in collaborative research initiatives.

KEY RESPONSIBILITY AREAS		
9.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in monitoring, measuring and reviewing performance of all OHSMS programmes including through the following:</p> <ul style="list-style-type: none"> • Coordinate the implementation of OHSMS and ensure compliance among all stakeholders particularly SUTS staff, students, contractors and visitors; • Direct investigation of incidents and coordinate corrective actions as needed.
10.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
11.	OTHER DUTIES	<p>Any other duties as assigned by the Associate Director, SoR; or Director, SoR; or DPVC (Research); or PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.</p>

SECTION C: Key Selection Criteria

The application must include a separate document addressing each element of the Key Selection Criteria, describing, with evidence, how the applicant fulfils the criteria appropriate to the position being targeted.

Qualifications: Include all educational and training qualifications, licences, professional registration or accreditation, criminal record checks, etc., required for the position.		Essential / Highly Desirable / Preferable
1.	A Bachelor's degree in Business Administration, Management or other related discipline from a recognised institution. A Master's degree holder in a management-related field can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the position's key responsibilities.		Essential/ Highly Desirable / Preferable
1.	At least 3 – 5 years of relevant work experience in research management, IP management, or research commercialisation in a university or industry setting with minimum of one (1) year of supervisory experience.	Essential
2.	Demonstrated ability to coordinate key administrative functions, systems, and processes, prioritising and following through on a diverse range of competing functions and tasks to meet deadlines within a rapidly changing environment.	Essential
3.	High-level interpersonal skills with the ability to communicate with people at all levels and vary communication style accordingly demonstrated through an ability to motivate, persuade, and negotiate with multiple stakeholders.	Essential
4.	Highly developed oral and writing skills (in English) demonstrated through experience presenting complex information and producing periodic management reports.	Essential
5.	Proven experience managing research grants, including budgeting and compliance with external funding requirements.	Essential
6.	Demonstrated experience in fostering industry partnerships and commercialisation of research outputs.	Essential
7.	High-level analytical and problem-solving skills and the ability to develop and implement innovative solutions.	Essential
8.	Proven familiarity and competence with MS Office professional software applications and other management information systems to produce and analyse data and prepare management reports.	Essential
9.	Demonstrated track record of successfully managing professional accreditation exercises or similar due diligence activities.	Essential
10.	Demonstrated ability to manage financial, human, physical, and IT resources to achieve strategic and operational goals. Familiarity with Activity-Based budgeting and costing approach, as well as in conducting financial review and analysis.	Highly Desirable
11.	Strong knowledge of research grants, IP management, and industry partnerships.	Highly Desirable
12.	Strong leadership and people management skills, with the ability to guide and mentor staff to achieve operational excellence.	Highly Desirable

Applications:

The application must also include a separate document addressing each applicable element of the Key Selection Criteria (as listed in Section C above).