



**SAAFE<sup>CRC</sup>**

**RESEARCH PROGRAM MANAGER**

**JOB & PERSON SPECIFICATION**

**NOVEMBER 2024**

## Role Description

**Position Title:** Research Program Manager

**Reports To:** Research Director

### Position Overview

The Research Program Manager will manage the execution of SAAFE's research program and assist in the development of SAAFE's research strategy in alignment with the organisation's strategic goals.

The role is central to collaborating with industry, government and research partners, managing new project proposals and supporting the development and integration of new research initiatives into the research program. The Research Program Manager will play a crucial role in ensuring project outcomes meet both partner and Commonwealth expectations while achieving the broader strategic goals of the organisation.

### Accountabilities

#### Research Program Development and Implementation

- Solicit and document input from the Senior Leadership Team, Research Program Leads and external stakeholders to articulate and document SAAFE's research strategy and research program priorities.
- Develop and establish strategic initiatives which will drive the successful execution of research strategies and priorities.
- Lead the translation and implementation of strategic priorities through the development of practical outputs such as SAAFE's research and engagement strategy, calls for proposals, annual reports, or advisory documents.
- In consultation with SAAFE's senior leadership and Research Program Leads, maintain oversight of the research program portfolio to ensure program and project alignment with Commonwealth milestones and SAAFE's strategic priorities.
- Manage research program meetings and workshops to drive Research Program Lead engagement in research strategy development, implementation and oversight.

#### Research Project Management

- Drive research program milestone review processes and translate outputs into relevant reporting processes, including proposal of new or adjusted program milestones and documentation of justifications.
- Conduct initial review and triaging of project proposals to ensure alignment of deliverables with strategic objectives, including provision of feedback to applicants and further review activities as required.
- Support the translation of project deliverables into Commonwealth milestone targets.
- Oversee the involvement of SAAFE Foundation Postdoctoral Fellows in the research program.

#### Collaboration and Partner Engagement

- Support the Head of Collaboration in fostering new partnerships in alignment with research program priorities.
- Develop opportunities for prospective and current partner involvement in the research program including drafting calls for collaboration and supporting research webinars and networking activities.
- Coordinate workshops designed to engage prospective and current partners in the process of research co-design.
- Support industry and government engagement processes through the preparation of research program and project information for dissemination to advisory committees and other stakeholders.

- Support the identification and development of educational opportunities which will facilitate stakeholder understanding of research technologies, methods and findings.

### Communication and Reporting

- Support the development of scientific content and translation of research outputs into communications assets including newsletters, fact sheets, social media and annual report content.
- Oversee review processes to support communication and dissemination of SAAFE research outputs ie research and end-user publications, conference and other partner presentations.
- Contribute to quarterly and annual Commonwealth milestone reporting activities, in consultation with other SAAFE team members.
- Contribute to Board reporting through provision of research strategy updates.

### Reporting Relationships

- Reports to: Research Director
- Works closely with: Head of Collaboration, Research Program Leads, Chief Operating Officer, Research Operations Manager.
- Regularly reports into the Senior Leadership Team and the Board as required.

### Candidate Background

- **Education:** PhD or other higher degree and demonstrated experience in a relevant research field (e.g. plant industries, agribusiness, animal industries, aquaculture, environmental science, biotechnology, One Health)
- **Experience:** proven experience in research program and project management (approximately 3-5 years), with demonstrated strong stakeholder management and commercial acumen skills.

- **Skills:**

*Essential:*

- Excellent interpersonal skills and a passion for applied research
- Strong understanding of and commitment to research quality and impact, including the ability to:
  - Understand and evaluate research proposals, identify risk and issues relating to methodology, feasibility and governance, and
  - Proactively identify and facilitate opportunities for researcher and stakeholder engagement and collaboration
- Excellent written and verbal communication skills, including the ability to solicit and synthesise feedback for reporting, presentation, and use by a wide range of stakeholders
- Project management skills relevant to the context, including the ability to plan, coordinate, and manage calls for collaboration, research proposals and related activities

*Desirable:*

- Understanding of the principles of research ethics and integrity
- Understanding of the principles of co-design frameworks and processes
- Experience using relevant research impact frameworks
- Familiarity with relevant technology tools for engagement activities
- Ability to develop training and educational resources and opportunities e.g. agriculture extension activities

### Goals, KPIs, and OKRs

To be established in consultation with the preferred candidate, based on their experience and the organisation's strategic goals.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.