

Position Description – *Executive Director, Research Operations and Infrastructure*

Updated 01/09/2025

POSITION DETAILS

College/Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Portfolio of the Deputy Vice-Chancellor (Research)
Supervisor (Title)	Deputy Vice-Chancellor (Research)
Classification	Senior Manager
Employment Type	Fixed-term, full-time

POSITION SUMMARY

Generally unguided, the Executive Director, Research Operations and Infrastructure, provides strategic leadership across the University's research operations, infrastructure, and facilities. The role also represents the Deputy Vice-Chancellor (Research) (DVCR), as directed, in internal and external matters relating to research operations and infrastructure.

This position is responsible for leading projects that enhance business processes and systems across the DVCR Portfolio, and for providing strategic and operational leadership on strategic investment in, and management of, major research infrastructure (including research equipment and personnel support). The Executive Director will work closely with all portfolios including but not limited to Property, Facilities and Development, Colleges, and Research Institutes to develop sustainable plans for the acquisition, management, and renewal of key research infrastructure assets.

Reporting to the DVCR, the Executive Director will collaborate with the DVCR Portfolio leadership team to drive the University's shared vision of research excellence and impact—delivering research that matters.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

The Executive Director, Research Operations and Infrastructure is expected to:

- Provide expert strategic and operational counsel to the DVCR on matters relating to research operations, infrastructure, and facilities, ensuring alignment with the University's broader research agenda.
- Lead the design and implementation of robust business processes and systems that drive efficiency, transparency, and accountability across research operations within the DVCR Portfolio and the wider University.
- Oversee and deliver key projects, providing operational leadership in change management, financial stewardship, and workforce planning to optimise performance across DVCR business units.
- Champion initiatives that position University processes for success in engaging industry, government, business, and other research partners - advancing the University's ambition to be a research partner of choice.
- Drive continuous improvement in research service delivery through process optimisation, digital transformation, and the adoption of sector-leading practices.
- Advise the DVCR on strategic investment decisions related to University research infrastructure and lead its strategic management - ensuring optimal resource allocation and maximised return on investment.
- Lead cross-functional initiatives to monitor, evaluate, and report on research infrastructure performance in collaboration with Colleges and other key University stakeholders.
- Promote and strengthen the University's capabilities in research partner engagement, particularly in the acquisition and management of major research infrastructure.
- Collaborate with Colleges and central teams to develop strategies for renewing critical research infrastructure and building a pipeline of competitive funding proposals targeting external agencies.
- Serve as a key member of the DVCR Portfolio Leadership Team, working proactively with senior leaders across the University to advance institutional research priorities.
- Contribute to fostering a culture of innovation, excellence, integrity, and courage in the conduct of research across the University.
- Represent the University and/or the DVCR at strategic forums locally, nationally, and internationally.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- **Qualification:** Completion of a postgraduate qualification with significant relevant experience, or an equivalent combination of experience and/or education and/or training.
- **Leadership Experience:** Proven track record of leading people, driving process improvements, managing change, and overseeing financial operations within university research environments, including infrastructure and facilities.
- **Partnership Development:** Demonstrated ability to identify, engage, and secure strategic partnerships with industry and other key stakeholders that support and enhance the University's research infrastructure.
- **Infrastructure Governance:** Established history—or clear capability—in managing the setup and governance of major research infrastructure initiatives.
- **Strategic Planning:** Strong ability to design and execute strategic plans and performance targets, with a focus on evaluating and improving program and process outcomes.
- **Communication & Change Leadership:** Exceptional communication, cross-cultural, and negotiation skills, with a demonstrated capacity to lead organisational change and influence senior colleagues and stakeholders across the University.
- **Business & Financial Acumen:** High-level expertise in financial oversight, budget planning, and control, complemented by strong business and political awareness.