POSITION DESCRIPTION: DIRECTOR OF RESEARCH

About the University

The University of Divinity was established in 1910 by the Melbourne College of Divinity Act of the Parliament of Victoria. In 2012 it achieved university status as Australia's first University of Specialisation. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry and philosophy. It has a collegiate structure unique in Australia; every student and staff member joins the University through one of its Colleges. There are eleven Colleges located in Melbourne, Adelaide and Sydney, each one a unique learning community. These Colleges are resourced by thirty partners from eight Christian churches, giving the University an extraordinarily ecumenical constitution. The University's Vision is that

Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.

About the Office of the Vice-Chancellor

The Office of the Vice-Chancellor provides support to the University's Council, Academic Board, and Vice-Chancellor, and assists in coordination of work across the Colleges. There are 14 permanent staff led by 6 Directors, who report directly to the Vice-Chancellor. The main office is located at 21 Highbury Grove, Kew, and is easily accessible by public transport. A second office is located in the Uniting Church Centre for Theology and Ministry at 29 College Crescent, Parkville, to accommodate research office staff in proximity to the University's main research library, the Dalton McCaughey Library.

For more information please see www.divinity.edu.au.

About the Research portfolio

Research is critical to the University of Divinity's vision and mission. The University has the largest cohort of higher degree by research students in theology in Australia (over 100) with an outstanding completion rate, and has an impressive track record in equipping theological leaders in Australia and the Asia-Pacific region. The University's research culture, developed over many decades by internationally recognised scholars, has been assessed as 'at world standard' by the ERA. An emerging strategic focus is building research partnerships with external agencies, especially in the education, health and aged care sectors.
POSITION DESCRIPTION: DIRECTOR OF RESEARCH

The Director of Research at the University of Divinity (the University) is responsible for the development of research culture at the University, oversight of higher degree by research awards and students, and building research partnerships. The Director of Research is a senior academic appointment in the University and exercises leadership in all matters involving research.

1. Key responsibilities
   1.1 Ensure the University meets its strategic goals in research as articulated in the Vision and Strategic Plan
   1.2 Develop a vibrant research culture throughout the University
   1.3 Oversee the University's higher degrees by research, including review of existing programs and development of proposed courses, training for supervisors, training in research methodology, and admission, progress, and examination of students
   1.4 Support the Human Research Ethics Committee in applying the National Statement to all relevant University research
   1.5 Develop and implement the annual research budget including the award of research grants and scholarships
   1.6 Facilitate applications for external competitive grants from the University
   1.7 Facilitate the establishment of research partnerships with external agencies, especially in the education, health, and aged care sectors.
   1.8 Develop strategic and benchmarking relationships with the wider higher education research sector
   1.9 Ensure the University meets its reporting obligations to all government, regulatory, and other external bodies in relation to research.

2. Key working relationships
   The Director of Research:
   2.1 Reports to the Vice-Chancellor
   2.2 Works with Research Coordinators in the Colleges and Librarians to foster a research culture, build partnerships, and ensure effective management of and provision for HDR students
   2.3 Works with the Director of Finance in development and monitoring of the annual research budget
   2.4 Works with the Director of Quality and Standards to ensure timely and accurate reporting of research data
   2.5 Maintains channels of communication with relevant government agencies and with peers in the Australian higher education sector
   2.6 Is a member of Academic Board, its Research Committee, and its Libraries and Academic Resources Committee
   2.7 Is a member of the Human Research Ethics Committee and works with its Chair
   2.8 Supervises the Research Services Officer

3. Selection criteria
   3.1 PhD in theology, or an equivalent qualification
   3.2 Strong track record in research outputs including peer-reviewed publication
   3.3 Capacity for academic leadership in a University setting
   3.4 Capacity to contribute to strategic development and planning
3.5 Proven capacity to plan and manage projects and project teams and to deliver outcomes in a timely manner
3.6 Excellent organisational and time management skills, including the ability to set priorities, work independently and perform well under pressure
3.7 Well-developed problem-solving, negotiation, interpersonal and communication skills

4. **Key Performance Indicators**
   Ongoing and annual KPIs will be negotiated with the successful candidate.

5. **Terms and conditions**
   The Director of Research is a 1.0 full-time equivalent position based in Parkville, Victoria. The appointment is ongoing, subject to satisfactory completion of a probationary period, and to satisfactory performance. The position is remunerated on the University's salary scale at Academic Level E ($101,084 per annum as at 1 September 2014) plus 14% superannuation, two weeks' research leave annually in addition to normal leave, and a non-accruable annual research allowance of $5,000.