



**RESEARCH PROGRAM MANAGER (2 POSITIONS)**

**JOB & PERSON SPECIFICATION**

**SEPTEMBER 2020**

<b>Position:</b>	<b>Research Program Manager</b>
<b>Reporting to:</b>	<b>Chief Research Officer</b>
<b>Direct reports:</b>	<b>Nil</b>
<b>Contract period:</b>	<b>Up to 5 years</b>
<b>Hours of work:</b>	<b>Full time</b>
<b>Probation period:</b>	<b>12 months</b>
<b>Location:</b>	<b>Adelaide, Lot Fourteen, SA 5000 (Other locations may also be considered)</b>

### **The SmartSat CRC**

The SmartSat CRC is a consortium of universities and other research organisations, partnered with industry that has been funded by the Australian Government under the CRC program to develop know-how and technologies in advanced telecommunications & IoT connectivity, intelligent satellite systems and next generation earth observation sensors & analytics.

The impact of this research will be to develop intellectual property and specialist industry ready expertise that will spawn new businesses, create export economic value and generate new high-tech jobs for all Australians.

### **Our Vision**

To be recognised as the leading contributor in transforming Australia's space innovation ecosystem for our future prosperity.

### **Our Mission**

To conduct translational research which creates game-changing technologies and generating know-how that will make our industries more competitive and future-proof the jobs of all Australians

### **Our Values**

Our values will guide how we behave and the culture that we will build in the SmartSat CRC

- **Excellence & Impact** – We will conduct excellent and impactful research that creates commercial value for our partners and benefit our nation;
- **Innovation & Agility** - We will innovate in all of our activities, adapt to market changes and respond rapidly to our stakeholders' requirements in a productive and cost-effective way without compromising excellence and impact;
- **Collaboration** - We recognise that through collaboration we can achieve better outcomes for SmartSat and through intense collaboration can deliver more for Australia than our partners could do alone;
- **Integrity** - We are committed to the highest standard of openness, transparent accountability and ethical behaviour in all that we do; and
- **Diversity & Inclusion**- We celebrate diversity and acknowledge differences in gender, generations, geography & culture.

## **Position Purpose**

The Research Program Manager will, in consultation with the Chief Research Officer (CRO), the Industry Director and the Research Program Directors, support the development and formulation of research and innovation projects across the SmartSat research program. The Manager will act as a key contact point for large and small corporate organisations, government agencies and research organisations, in relation to project development for SmartSat. The role will be active in securing project investment, supporting project management, and identifying commercialisation opportunities. The Research Program Manager will also play a role of growing activities with the SmartSat State Nodes, including to help coordinate events and training activities within the Nodes.

Working with our small but high-performing SmartSat Team you will be contributing to this most critical activity of SmartSat.

## **Reporting Relationships and Key Stakeholders**

The position reports to the Chief Research Officer. The position will work closely with:

- Research Program Directors;
- Theme Leaders;
- Chief Research Officer;
- Industry Director;
- Deputy Industry Director;
- CRC Participants; and
- External Stakeholders.

## **Key Responsibilities**

1. Work with the Chief Research Officer, Research Program Directors and the Industry Director to identify and develop projects, across the SmartSat research programs, and ensure that the outputs and outcomes of the research are realised in the form of benefits to SmartSat's participants, end-users and the Australian Space Industry;
2. Support the formulation of ideas for new projects by engaging industry stakeholders and understanding end-user needs;
3. Document business, functional, performance, and technical requirements of project outcomes to define stakeholder expectations for the research priorities;
4. Identify and assist in the mitigation of project risks and minimising uncertainty;
5. Facilitate user engagement and communicate with project participants and stakeholders;
6. Work with relevant stakeholders to ensure that the utilisation & commercialisation path is clear, achievable and focused on end-user needs;
7. Ensure satisfactory progress of existing research projects ensuring that they meet deadlines and wherever applicable support the timely integration of such projects into the SmartSat 'experimental missions'
8. Support the establishment of the SmartSat State Node activities, including growth of the Node Activities, inclusive of: research projects, industry internships, networking and training events;
9. Undertake other duties consistent with the project conception, design, approval, reviews and variations of the SmartSat projects as required.

## Professional Competencies & Attributes

- **Business acumen** – A thorough understanding of business drivers, and an overall big picture understanding. Demonstrates a thorough knowledge of wider business and economic issues. Demonstrates a high level of awareness of organisational issues in own area or speciality, including a demonstrated capability of using this knowledge to inform research project development;
- **Analytical thinking** – Highly developed analytical thinking based on best practices, sound judgement and experience. Demonstrated problem solving and analytical skills with an ability to understand issues at both a broad strategic level and a strong attention to detail at an operational level
- **Political awareness** – An understanding of internal structures and an ability to influence others;
- **Diversity & Inclusion** – An understanding and commitment to Diversity and Inclusion; and
- **Interpersonal skills** – Excellent written and verbal communication skills. Communicates with impact, using appropriate communication techniques. Ability to communicate effectively at all levels of an organisation. Effectively networks across the university and industry sectors.
- **Values** – Demonstrated commitment to SmartSat CRC's values.

## Qualifications and Experience

1. Tertiary qualifications in a relevant scientific and/or technical field;
2. Experience in managing and negotiating arrangements around Intellectual Property;
3. Significant experience in research management and implementation in a large corporate environment, including managing complex, multi-disciplinary projects;
4. Significant experience business development with emphasis on attracting industry research investment;
5. Demonstrated ability to collaborate with research leaders and researchers and to engage with a variety of key business stakeholders;
6. Demonstrated ability to prioritise tasks and work under pressure to meet deadlines with minimal supervision;
7. High level written and oral communication skills;
8. Excellent interpersonal skills;
9. Experience working in a Cooperative Research Centre is desirable;
10. Experience in Deep Tech commercialisation, or other related field is desirable; and
11. Experience in the communications and/or space sector is preferred.

## Personal Qualities & Attributes

1. Understands, interprets and responds clearly to others;
2. Ability to work independently, cooperatively and effectively in a team environment with tact, diplomacy and ability to interact with and motivate others;
3. Ability to develop relationships based on honesty, integrity and trust;
4. High level interpersonal skills and customer relationship building skills;
5. Commitment to excellence, innovation and continuous improvement, demonstrating a commitment to on-going learning and development;
6. Ability to communicate with stakeholders at all levels;
7. Demonstrates flexibility in approach to work and workloads;

8. Maintains high work standards, minimising errors, monitoring results and acting on problems;
9. Ability to hold or secure a Baseline security clearance;
10. Continually strives to improve efficiency and effectiveness; and
11. Aligns behaviour with the needs, priorities and values of the SmartSat CRC.



## HOW TO APPLY

Applications should be addressed to Justin Hinora and Trish Retallick. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call +61 8 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.