



Position description

Research Fellow – X-Ray Analytical Platform Manager

Position number	
Department/Unit	Materials Engineering
Faculty/Division	Faculty of Engineering
Classification (salary rates)	Level B
Employment type	Full-time
Work location	Clayton campus
Date document created or updated	12 January 2015

Position purpose

The Monash X-Ray Analytical Platform Manager is responsible for leading and managing the operations of the Monash X-Ray Analytical Platform. This Platform has been identified as a strategic priority by the university as a support for our research community. The Monash X-Ray Analytical Platform Manager is required to lead this initiative and to attract funding from government and other sources (including at a local, Platform, State, National and International level), with appropriate business models and operating strategies to ensure long-term success in providing state of the art infrastructure. This position will sit within either the Faculty of Engineering or Faculty of Science relevant to the discipline of the successful candidate.

- **Reporting lines:** The position reports to the Head of Materials Engineering and works with a high degree of autonomy under broad direction.
- **Supervisory responsibilities:** The position provides direct supervision to one technical staff member.
- **Financial delegation and/or budget responsibilities:** This position manages a modest budget.

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. Visit www.monash.edu for more information about our university and our exciting future.

Monash Technology Research Platforms

Coordinated by the Office of the Vice-Provost (Research and Research Infrastructure), Monash University has

established a network of **Monash Technology Research Platforms** (MTRP). The MTRPs are a recognised network of integrated research technology Platforms operating at best in class to enable the highest quality research outcomes. They provide access to cutting edge technologies and expertise to enable excellence, innovative and high quality research outcomes.

The **Faculty of Engineering** is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our website: www.eng.monash.edu.au/.

Key result areas and responsibility

1. To lead the development and implementation of the Monash X-Ray Analytical Platform business model including: service offerings, identify technology and infrastructure requirements for the Platform.
2. Lead the ongoing operation and management of the Monash X-Ray Analytical Platform including strategic / operational / business planning and management of operations, infrastructure, setting budgets, business development goals, resources, monitoring the effective delivery of organisational KPI's and regulatory compliance to ensure effective operations of the highest-quality standards in relation to research services, training and education.
3. Specific duties required of a Level B academic may include;
 - the conduct of tutorials, practical classes, demonstrations and workshops;
 - initiation and development of subject material;
 - the preparation and delivery of lectures and seminars;
 - supervision of the program of study of honours students or of postgraduate students engaged in course work;
 - the conduct of research;
 - involvement in professional activity;
 - development of course material with appropriate advice from and support of more senior staff;
 - consultation with students;
4. Provide leadership to the Monash X-Ray Analytical Platform and lead a team of staff members including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver consistent service outcomes and continuous improvements to key stakeholders.
5. Develop and manage the implementation and ongoing revision of policies, procedures, practices and systems for the Monash X-Ray Analytical Platform and training and education programs ensuring alignment with Monash Technology Research Platforms, legislative, organisational and operational-efficiency needs.
6. Establish, facilitate and foster high-level relationships with an extensive network of colleagues, clients and stakeholders and use these to facilitate cooperation and deliver services aligned with stakeholder needs. This specifically includes:
 - The broader MTRP network and other synergistic MTRP's, the Monash research community, as well as with external State, National and International funding bodies; and
 - The Platform Advisory group, including providing evaluations and recommendations and advice for consideration of strategic decisions and opportunities for progression of the Platform.
7. Development and implementation of strategic marketing and communication plans for the Monash X-Ray Analytical Platform to ensure shared vision of all key stakeholders, within and external to the University and build awareness of Monash X-Ray Analytical across the university.
8. Undertaking strategic planning and business development activities to build the sustainability of the Platform, develop new services and expand services to a broader user base, ensuring alignment with the University's aspirations, as well as close alignment with broader research initiatives. This includes contributing to the identification and preparation of collaborative and strategic grants to support further development of the Monash X-Ray Analytical Platform.

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a research doctorate in a relevant discipline and demonstrated ability to undertake outstanding research.

Knowledge and Skills

2. A high level of technical expertise in two or more of the following areas as applied to materials-based science and engineering: powder X-ray diffraction; small angle X-ray scattering; X-ray analysis of texture and residual stress.
3. Demonstrated ability to effectively work independently and in multidisciplinary teams, and to make a contribution to research and scholarship.
4. Demonstrated success in applying for funding to support research activity, either as an individual, or as part of a team.
5. Exceptional relationship management skills with the demonstrated ability to develop effective strategic relationships with key stakeholders and interact, influence and negotiate at senior levels within and outside the university.
6. Experience working as part of a leadership team, contributing to setting strategic direction, undertaking strategic planning, providing advice and implementing initiatives to deliver on objectives.
7. Highly developed skills and experience in establishing priorities, meeting deadlines whilst working under pressure and managing an organisational and project risk in a large and complex organisation.
8. Ability to conceptualise, develop and review major policies, objectives and strategies involving high level liaison with internal and external client areas.
9. Demonstrated extensive and broad experience in leading, motivating and developing a cross-disciplinary team to achieve objectives.
10. Demonstrated and highly developed interpersonal and communicative skills to enable effective written and oral communication at all levels.
11. Experience in managing research initiatives or networks within a higher education sector is desirable.

Other job related information

This position may require:

- Travel (eg. to other campuses of the University)
- Shift work, overtime and out of hours work (including evenings, weekends and public holidays)
- Peak periods of work during which the taking of leave may be restricted
- Possession of a current Victorian driver's license is desirable

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.