

## POSITION DESCRIPTION

### ORGANISATION:

Natural Hazards Research Australia

### POSITION:

Node Research Manager

### LOCATION:

Perth

### REPORTS TO:

Research and Implementation Director

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### CONTEXT

Natural Hazards Research Australia (the Centre) focuses on outcomes that will:

- Protect human life and minimise harm and suffering – towards zero preventable deaths.
- Contribute to well-prepared and resilient communities that are better informed of the risks associated with natural hazard exposure, are informed about strategies for mitigating the impacts from natural hazards and are able to make informed decisions if faced with a potential disaster.
- Translate research into action, maximising translation and implementation of research outcomes.

In delivering the strategy, the Centre will build Australian capability through:

- Strengthening relevant research capabilities.
- Supporting the development of sustainable research and its translation capabilities within research provider and end-user organisations.

The Centre focuses on natural hazard resilience and disaster risk reduction to support the needs of a variety of critical stakeholders – including disaster resilience agencies and communities – in preparing for, responding to and recovering from disasters caused by natural hazards.

The Centre involves a large number of participants drawn from government, private and not-for-profit sectors across Australia. The Centre has a strong focus on delivery of useable outputs to enhance the safety, resilience and sustainability of communities.

Utilisation (translation and implementation) of the knowledge and other outcomes from the Centre's activities is an important activity and involves close collaboration with Centre end-users in emergency service organisations, land management organisations, government departments and businesses.

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### CENTRE VALUES

**Respect** – To recognise and value the contributions of everyone through embracing diversity in gender, ethnicity and thought.

**Focus** – Ensuring that our activities are aligned with the Centre's vision and mission.

**Integrity and Honesty** – To be honest and act with integrity in all we do.

**Research Excellence** – Pursuing highest quality research methods and use.

**Supportive Leadership** – Allowing all involved in the Centre to achieve their potential.

**Trust and Collaboration** – Sharing and working cooperatively in a trusting environment.

**Independence** – To be open, transparent and independent.

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## THE NODE STRUCTURE OF THE CENTRE

The Centre has no formal head office and operates through Nodes located in Brisbane, Melbourne and Sydney, with a new Node under establishment in Perth. Each Node will have responsibility for bringing together end-users and researchers across Australia.

The Centre has Node Research Managers that provide a business partner for Centre stakeholders across Australia. Node Research Managers work as part of a team on common issues and ensure that that research programs meet the need of relevant end-users – from project initiation through to research implementation.

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## PURPOSE OF THE POSITION

The Node Research Manager will:

- Be the main point of contact for the Centre with its many participants across Australia. This includes all formal Centre Participants, research partners and many additional stakeholders.
- Facilitate, administer and monitor the research program from initiation to utilisation and implementation activities. This includes coordination of grant and procurement processes.
- Provide insight into the needs of the end-users within states and territories.
- Develop translation and implementation roadmaps and other supporting documentation for each project, including understanding and facilitating pathways to translation and implementation with Centre participants.
- Communicate with state and territory participants on research, translation and implementation related activities, including supporting the organisation of Centre events.
- Contribute to the Centre's monitoring and evaluation activities.
- Assist in ensuring that Intellectual Property arising from the Centre's activity is properly identified and protected for the benefit of the Centre's participants.
- Prepare reports and other documentation for the Centre's Board, its committees and other research governance bodies as required.
- Other duties as directed.

This position requires domestic travel on occasions.

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## KEY RESPONSIBILITIES

### STAKEHOLDER ENGAGEMENT

Strong relationships with internal and external stakeholders are essential for the efficient management of the Centre's research and implementation program. The Node Research Manager is responsible for:

- Being the main representative of the Centre in Western Australia – representing the Centre by organising and attending meetings, forums and other events with senior stakeholders and other organisations as required.
- Supporting the engagement with Western Australian participants through understanding the Western Australia context, research expertise available, research needs and individual participant structures, processes and systems.
- Supporting the Centre's communications team to source and provide information that contributes to the development of a range of media and events to promote research and utilisation.

## RESEARCH PROJECT MANAGEMENT

- Contributing to the effective and efficient development and initiation of new research projects inclusive of procurement, grant and project management processes.
- Working closely with the Centre's Research Services Team and project participants to track and record the timely progress of all research services relevant to Western Australia.
- Assisting in maintaining the Centre's Intellectual Property database.
- Supporting the monitoring and evaluation of the Centre's projects.
- Promoting research products and systems to participants and other stakeholders.

## EDUCATION, TRAINING AND ENGAGEMENT

The Node Research Manager will actively participate in research-informed and research-enabling education, training and engagement activities of the Centre, by:

- Ensuring stakeholders have access to an effective research engagement program.
- Supporting the Postgraduate Research Scholarship program, Associate Student program and the Early Career Researcher Development and Industry Research Fellowships.
- Ensuring that, where relevant, that education and training products are included in research outcomes.
- Supporting the Centre's activities in increasing skills and capabilities in research translation and implementation within the staff of the Centre's research and end-user participants

## PARTNERSHIP DEVELOPMENT

The Research Services Manager will provide support for partnership development activities, including:

- Assisting in developing materials to support research-related partnership development activities.
- Assisting in applying for grants and funding initiatives.

## ADMINISTRATION

The Node Research Manager will undertake other reasonable tasks as required to support the effective operation of the Centre.

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## KEY RELATIONSHIPS

### Internal:

- Chief Executive Officer
- Chief Science Officer
- Research and Implementation Director
- Partnership Development Director
- Node Research Managers
- Research Services team
- Communications team
- Executive Assistant to the CEO

### External:

- Senior members of participants in their responsible states
- Research teams
- End-users
- University research offices
- Australasian Fire and Emergency Services Authorities Council (AFAC) staff

## KEY SELECTION CRITERIA

### **Education:**

- University degree, preferably in an area relevant to natural hazards science and/or emergency management, or equivalent work experience.

### **Specific knowledge and experience required:**

- Experience in partnership or stakeholder engagement/management roles.
- Extremely well-developed written and verbal communication skills.
- Highly developed interpersonal skills, together with the ability to liaise effectively and build and maintain strong relationships with a diverse group of stakeholders and senior leaders.
- Sound conceptual and analytical skills, including the ability to identify issues, manage solutions and develop appropriate solutions.
- Strong skills in project management, including a demonstrated ability to plan and organise work efficiently and to operate effectively in an environment characterised by short and often conflicting time frames.
- Highly developed skills in Office and other related programs.

### **Desirable knowledge and experience:**

- At least 2 years' experience in a similar, or related role.
- Knowledge of the workings of government departments and agencies.
- Knowledge of the workings of universities or research organisations.

### **Behaviours**

- Self-starter and working independently.
- Working as part of a distributed team.