UNIVERSITY OF WOLLONGONG AUSTRALIA

Position Description

PROFESSIONAL SERVICES

Position Title	Manager, Research Funding
Classification/Level under the Enterprise Agreement (if applicable)	Level 8/9
Management Level	Manager / Senior Specialist
Faculty / Portfolio	DVC-Research and Innovation
School / Division	Research Services
Main Location(s)	Wollongong Campus
Delegations *(if applicable)*	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

The Manager, Research Funding provides strategic and operational leadership for a newly established, centralized Research Funding team within the Research Services Division. This team is responsible for the end-to-end management of research funding and projects, driving agile and future-focused approaches that move beyond legacy practices.

As a senior expert in complex funding frameworks, the Manager directly supervises and mentors the team of research funding professionals, including casuals, and liaises closely with the Faculty Research Support team. This role ensures the team delivers high-quality funding support services, maintaining compliance, operational excellence, and optimal funding outcomes across the institution.

Reporting to the Director, Research Services, the Manager provides authoritative advice on funding regulations and grant management, navigating intricate funding schemes and leading continuous improvement initiatives. The Manager is crucial in ensuring staff can be redeployed as needed to support high impact funding initiatives, enabling the University to respond effectively to evolving priorities and drive research growth.

By fostering strong relationships and providing expert advice, the Manager ensures this centralized function acts as a strategic partner that enables research success and growth across the entire institution.

N.B: Following changes to team composition and ways of working since January 2026, the Funding Team Manager will play a key role continuing to map and streamline key processes in line with UOW's Operational Excellence Program, a UOW-wide process redesign and continuous-improvement program that sets out to change how work gets done across UOW.

Position Environment

The University of Wollongong (UOW) is a globally recognised, research-intensive institution committed to delivering world-class education and impactful research. The Office of the Deputy Vice-Chancellor (Research and Innovation) (DVCRI) leads the University's research strategy, fostering a high-performing research culture and ensuring that research outcomes deliver tangible benefits to society, the economy, and the environment.

The **Research Services Division**, within DVCRI, provides cohesive and streamlined support across the research projects and funding lifecycle. It partners with faculties, researchers, and professional services to deliver integrated services in research grants and funding administration, management, and support, as well as research systems and applications.

Major Accountabilities/Responsibilities

- Build strong partnerships with Faculty Research Support team (also based within Research Services Division) to coordinate research funding activity, share funding and pipeline intelligence, clarify roles and hand-offs, support priority applications, resolve operational issues, and continuously improve the researcher experience.
- Lead and manage a team of 5 Funding Coordinators, a Research Funding Support Officer and a small team of casual staff utilised during peak periods, providing hands-on supervision, professional development and performance management, and day to day guidance to ensure high-quality service delivery and capability development within the team.
- Champion a culture of continuous learning and professional excellence across the funding support team, ensuring responsiveness to change and alignment with UOW values.

- Serve as the institutional technical expert on funding regulations and compliance, providing authoritative guidance on complex funding schemes including competitive grants, collaborative agreements, and contract research.
- Take direct responsibility for complex funding applications and negotiations, providing expert analysis, risk assessment, and practical solutions for challenging funding scenarios.
- Develop and implement operational procedures and systems that support efficient grant management, working within established institutional frameworks to enhance researcher experience.
- Ensure consistent, compliant service delivery across all funding activities, maintaining institutional standards and regulatory requirements through direct oversight and regular monitoring.
- Build and maintain professional working relationships with funding bodies, industry partners, and internal stakeholders to support funding success and resolve operational issues.
- Liaise with Research Systems Team, Manager - Strategic Research Analysis & Reporting, and other stakeholders as relevant to use data and performance insights to identify trends, measure team effectiveness, and implement improvements to institutional research funding outcomes.
- Act in accordance with University policies as amended from time to time, the Values in Action Framework of *Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity,* and our commitment to Equity, Diversity and Inclusion.
- Provide line management and supervision, communicate and consult with staff on workplace matters.
- WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - https://www.uow.edu.au/about/services/safe-at-work/whs-framework/

Reporting Relationships and Other Key Contacts

Position reports to	Director, Research Services
Positions supervised by this position	Research Funding Coordinator(x5) Research Funding Support Officer
Other key contacts and stakeholders	Researchers; HDR students; ICRU Business Development Managers; Research Services Division staff (particularly the Faculty Research Support Team); Finance; Legal Services; People and Culture; DnA; Risk, Compliance and Assurance; UOW Learning Academy; funding agencies and research partners

Selection Criteria

- Proven team leadership and supervision experience, with demonstrated ability to manage, develop, and support high-performing teams.
- Exceptional communication and interpersonal skills, with the ability to build effective working relationships and provide clear guidance across diverse stakeholder groups.
- Demonstrated commitment to operational excellence, with a track record of implementing effective processes and supporting team development.
- Demonstrated commitment to professionalism, adaptability, and continuous improvement, with a track record of fostering positive workplace culture.
- Demonstrated ability to work constructively in a multi-disciplinary team environment, contributing positively to shared goals and supporting a culture of respect and collaboration.
- Experience in research funding management, including working knowledge of national and international funding schemes and compliance frameworks.
- Advanced problem-solving and analytical skills, with demonstrated ability to provide expert technical guidance and manage complex operational priorities.

Special Job Requirements

- May be required to work outside of standard business hours or across campuses and research partner facilities.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the WHS Framework.
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

ADDITIONAL RESPONSIBILITIES FOR STAFF WITH SUPERVISORY RESPONSIBILITIES

- Uphold principles of equity, diversity and inclusion and foster a respectful workplace culture within your team.
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the WHS Framework.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document.

Date created	31 July 2025
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	31 July 2028