Position Description

Position Title: Director, Office of Research Services	**Classification:** Executive
Faculty/School/Office: Office of the Provost	**Date Position Classified/Updated:** October 2026

Purpose of the Position:

The Director, Office of Research Services supports the Deputy Provost Research in implementing and advancing Bond University's research strategy, governance and external impact. The Director provides authoritative advice to researchers and senior executives and helps foster a University-wide culture of research innovation, excellence and accountability.

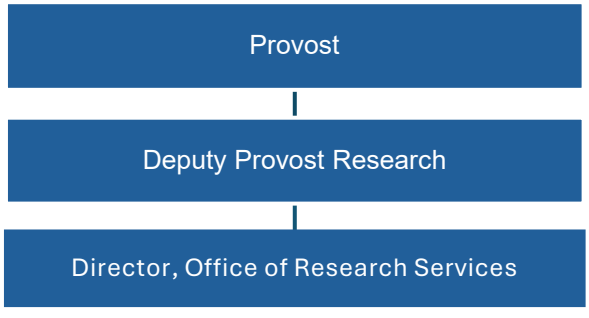
The Director supports the Deputy Provost Research in advancing intellectual property management, commercialisation and external funding initiatives to strengthen Bond's national and international research reputation. The role requires a leader with significant experience in stakeholder engagement, research management and strategy, and organisational leadership.

The Director, Office of Research Services plays an ongoing role in developing strategies and initiatives that advance the University's research goals and objectives. The Director leads a team that coordinates policy implementation, systems, financial management, reporting and administrative infrastructure across the research portfolio.

The Director, Office of Research Services is responsible for meeting the University's statutory reporting and compliance obligations to relevant Commonwealth and state government departments and agencies. This includes safeguarding research data integrity and ensuring the efficient and effective operation of research systems, data management infrastructure and related processes.

Reporting Relationship:

This position reports directly to the Deputy Provost Research and has five direct reports.



Selection Criteria:

- Relevant postgraduate qualification, with significant experience relevant to research management at a senior level within the university or research sector.
- Demonstrated capability in building high-performing teams, developing a positive workplace culture, and leading through influence across diverse academic and professional groups.

- Demonstrated ability to design and implement initiatives that improve processes, strengthen governance, and elevate research performance.
- Demonstrated capability to collaborate with senior leadership to design, implement, and evaluate strategic research plans aligned with institutional goals.
- Proven ability to provide authoritative, evidence-based strategic advice to senior executives on research management, governance, performance, and development.
- Demonstrated confidence in influencing executive decision-making and guiding organisational priorities.
- Expertise in developing, operationalising, and managing frameworks for intellectual property protection, research translation, and commercialisation.
- Demonstrated experience supporting researchers to navigate commercial pathways, partnerships, and engagement with industry and government.
- Strong track record in implementing strategic initiatives and operational plans that enhance research capability, governance, and service delivery.
- Proven ability to prepare, manage, and justify budgets that support strategic research growth and organisational sustainability.
- Exceptional written and verbal communication skills, with the ability to engage persuasively and respectfully with senior leaders, academic staff, external partners, and industry stakeholders.
- Demonstrated ability to convey complex information clearly, negotiate effectively in sensitive contexts, and foster collaborative, productive relationships.

Desirable Criteria:

- High level competency in software applications to manage research and consultancy
- Activities and reporting.
- Knowledge of University policies and practices in research.

Competency	Responsibility
Research Strategy and Policy	• Provide advice and support to the Deputy Provost Research regarding the Research Plan, research policies, and research initiatives. • Align research support priorities with emerging national and global trends in higher education and research. • Recommend evidence-based actions to advance University imperatives, including research quality, productivity, and global ranking performance. • Maintain a long-term strategic perspective for Bond University, considering changes in the national and international research environment. • Provide advice to the Deputy Provost Research on procedural and policy matters that may enhance the research policy environment. • Draft, consult and implement research policies and initiatives in accordance with the Research Plan and the University Research Committee. • Annually review policies to ensure compliance with legislation and update as required. • Coordinate the implementation and evaluation of the research policies, procedures, and strategies. • The Director Office of Research Services is an ex officio member of several University Committees.
Financial Management	• Responsible for financial management of the Research Ledger, including all contract research and internal research funds. • Approve expenditure in accordance with the financial delegations for the role. • Provide processes to provide daily financial management of all Research Ledger cost centres to support research operations. • Responsible for the Office of Research Services operational budget. • Manage regular review of expenditure for all research and consultancy grants to ensure expenditure is acquitted in accordance with grant/consultancy agreements and financial best practice. • Ensure expenditure of block-grant research funds occurs in a timely manner, and in accordance with Commonwealth requirements. • Manage administration and reporting on the Research Ledger accounts, set budgets and manage variances.

	• Develop and implement systems to improve the Financial Management of funds within the research portfolio. • Report any anomalies or issues to the Deputy Provost Research and the Director of Finance.
External Research Funding	• Ensure monitoring and promotion of research funding opportunities to academics. • Provide processes to support high quality, competitive funding applications. This includes support to develop budgets, include University overheads, comply with eligibility requirements, and achieve grant writing best practice. • Manage processes to develop and enhance the grant writing skills of academics. • Manage effective research systems to manage external funding applications effectively. • Manage processes to contract and secure external funding. • Manage processes to ensure effective post-award management of contracted funds. • Manage best practice financial management and reporting for contracted research funds. • Manage routine reports to Research Committee regarding the University's external research income strategy. • Manage training and support for academics and HDR students relating to external research funding. • Support the Provost and Deputy Provost to work with the Office for Advancement, Faculties and Research Centres to seek philanthropic funding support for research.
Professional Development & Capacity Building	• Oversee professional development programs and initiatives that enhance research skills, compliance, and capacity across the University. • Ensure all research activities adhere to legislative, regulatory, and policy requirements.
Compliance	• Manage processes to approve, monitor, and report on applications comply with the Defence Trade Control Act 2012. • Manage processes to regulate dealings in certain goods, services and technologies that could potentially have applications in matters of defence. • Support the Provost and Deputy Provost with the implementation of a policy framework that ensures that the university complies with regulatory expectations for the avoidance of and management of foreign interference in the Australian university sector. • Manage training and support for researchers relating to our compliance obligations.
Research Data Management	• Manage systems, training and support to allow academic staff and students to manage their research data in accordance with the requirements of the Australian Code for the Responsible Conduct of Research. • Manage processes, systems and advice to academic staff and HDR students regarding the ownership and management of their intellectual property. • Manage policies and processes to ensure the University complies with Australian and Queensland archiving requirements for research data.
Research Systems	• Manage systems and processes for managing the University's research data, including personnel, HDR students, funding applications, awards, ethics, biosafety, IP and data. • With ITS, maintain systems to ensure security and accuracy of the data. • Manage a public research portal to promote and disseminate our research to the public. • Manage training and support for academics and HDR students relating to research systems.
Research Reporting	• Manage systems and expertise to fulfil the University's statutory reporting obligations, to the Commonwealth, Queensland Government and other external agencies.

	• Work with ITS, Library Services and Finance to ensure that adequate systems and processes are in place to collect and report on research activity. • Manage annual reporting against the key performance indicators set out in the Research Plan. • Develop and maintain internal reports for stakeholders relating to their activity and progress against targets.
Intellectual Property & Commercialisation	• Develop, implement, and maintain a robust framework for intellectual property protection, management, and commercialisation of academic outputs. • In consultation with the General Counsel, provide advice and support to Executive Deans, academics and other staff regarding Intellectual Property. • Maintain systems and records regarding the University's Intellectual Property holdings. • Manage training and support for academics and HDR students relating to intellectual property.
Promotion, Communication and Events	• Manage and maintain a current and topical research section of the Bond University website. • Produce the annual Research Highlights Report as a communication piece. • Support university communications regarding research content for external and internal audiences. • Develop and implement an annual celebration of our research activity in the form of a Research Week.
Management	• Ensure the effective and efficient operation of the Office of Research Services. • Foster a cohesive, high-performing research support environment. • Communicate respectfully, inclusively, and transparently with staff, partners, and stakeholders. • Recruit, train and manage a team of professional staff to provide a client focussed service to academic staff to support the conduct of their research. • Develop and train staff to engage them in their roles and enable them to attain their best performance. • Manage staff workload, succession planning and recruitment as required. • Act as Provost delegate on relevant human resource matters.
Interpersonal Relations	• The Director provides advice on complex problems, prepares briefs and responses to assist the Deputy Provost Research. • The Director interacts extensively with staff at all levels of the University, including senior Executive staff, Associate Deans of Research, heads of academic units, Directors of centres and research administration staff in Faculties. • Externally, the Director has regular contact with government agencies (federal, state and local), funding bodies, and private sector companies, generally at the CEO/Senior Manager level. On occasion, the Director oversees negotiations with funding agencies on behalf of the University.
Quality Assurance and Continuous Improvement	• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	• Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.

Work Health and Safety Responsibilities	• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.