Position Description

Stakeholder Relationships Manager
ARC Centre of Excellence in Population Ageing Research

POSITION SUMMARY

The CEPAR Stakeholder Relationships Manager is responsible for supporting the development of existing and new strategic partnerships with the Centre.

ORGANISATIONAL ENVIRONMENT

Overview of the Work Unit
The ARC Centre of Excellence in Population Ageing Research (CEPAR) is located in the UNSW Business School. Established in 2011, CEPAR is administered by the University of New South Wales (UNSW), has nodes at the University of Sydney and the Australian National University (ANU) and has thirteen (13) official partners drawn from industry and academe. The UNSW Business School has as a strategic priority the development of high quality research, evidenced in strong publication performance, success in nationally competitive grants, and PhD enrolments and completions. CEPAR contributes, significantly and organically, to all these goals. CEPAR has strong synergies with the Australian Institute for Population Ageing Research and close links with the Schools of Economics and Risk and Actuarial Studies in the UNSW Business School.

Statistics
- CEPAR currently consists of eight (8) chief investigators and five (5) international partner investigators as well as a growing team of research fellows and research students. At the UNSW node, AIPAR hosts four of the CEPAR CIs as well as twelve (12) research fellows, ten (10) PhD students and four (4) honours students.
- The Centre’s budget is in excess of $23 million over seven (7) years and is expected to increase as the Centre attracts additional funding.
- It is expected that the Centre will host one (1) major conference annually as well as a number of smaller workshops.

Reporting Relationships
Supervisor’s title: Director of Operations
Other positions reporting to the supervisor: Communications and Marketing Manager, Finance Officer, Administrative Officer, and Administrative Assistant.

Positions reporting to this position (show position titles and levels): None

KEY DUTIES & RESPONSIBILITIES

- Work closely with the Centre Director, Chair of the Advisory Board, Directors of External Engagement and Director of Operations to further build strategy around two-way engagement and develop new relationships with potential partners. This includes
  - identifying, researching and assessing potential new partnerships, taking into account CEPAR’s mission and research capabilities, and working closely with CEPAR’s Executive team to support the development of these relationships;
  - organising meetings, preparing briefing notes and following up action items;
  - producing collateral that effectively conveys a compelling case for support;
  - developing networks to advance two-way engagement between CEPAR and its existing and potential stakeholders; and
  - developing mechanisms and structures to increase corporate sponsorship and foster philanthropic giving in support of CEPAR research, events, and initiatives;

- Facilitate and promote contact between senior CEPAR research personnel and key individuals within our partner organisations, with the aim of providing opportunities to better communicate our research findings and encourage discussion about CEPAR’s current and future research program. This includes:
  - developing CEPAR’s relationships and profile with its existing external stakeholders through regular liaison with key individuals within each organisation;
  - acquiring a sound understanding of the research interests of CEPAR’s partners and in-depth knowledge of current CEPAR research in order to keep stakeholders apprised of relevant research developments within the Centre and identify opportunities for two-way engagement;
  - representing CEPAR at a variety of events; and

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- Tertiary degree or equivalent in a relevant discipline with at least 4 years relevant experience; or an equivalent level of knowledge gained through any other combination of relevant education, training and/or experience;
- Excellent written and verbal communication skills;
- Proven superior relationship building skills including the ability to engage at senior levels with external stakeholders including industry, government and community groups;
- Proven ability to independently initiate and manage projects that support the development of stakeholder relationships;
- Excellent time management skills;
- Ability and willingness to travel interstate as required; and
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.