

Research Centres and Research Institutes Framework

1.5 Director's Responsibilities Template

The responsibilities of a Director may vary to some extent between specific Research Centres and Research Institutes. The following is a guide to the types of responsibilities a Director can be expected to carry out. The actual responsibilities must be clearly documented by the Provost and DVC&VP(R) or relevant Executive Dean as appropriate, before the Director is appointed.

- Develop the strategy and program for the realisation of the mission and objectives of the Centre/Institute in consultation with relevant Boards or Committees, Provost and DVC&VP(R) and Executive Dean, as appropriate;
- Be responsible for the implementation of the Centre/Institute's research program, including the allocation of duties to staff;
- Provide leadership and guidance to members and staff of the Centre/Institute about the realisation of its mission and objectives;
- Participate in the Centre/Institute's research program;
- Mentor Early Career Researchers;
- Encourage timely completion rates for HDR students supervised by staff involved with the Centre/Institute;
- Represent the Centre/Institute within and outside the University;
- Ensure that the Centre/Institute relationship with the University is clearly promoted in all communications and publications from the Centre/Institute, and complies with the University's Brand and Visual Identity [Policy](#);
- Liaise with other sections of the University about matters affecting the Centre/Institute;
- Attract and facilitate research grant and consultancy projects undertaken under the auspices of the Centre/Institute, in accordance with relevant University policies and procedures;
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- Liaise with the Provost and DVC&VP(R) or responsible Executive Dean, as appropriate, about the appointment and management of any administrative staff allocated to the Centre/Institute. (The responsibility for appointing academic staff will normally be through the appropriate school);
- Prepare the annual Centre/Institute budget on the advice of the Centre Management Committee or Institute Board (as appropriate) and, in consultation with any external input mechanisms and the Provost and DVC&VP(R) or responsible Executive Dean (as appropriate), disburse, monitor and control funds received or accruing to the Centre/Institute in accordance with University policies and procedures;
- Administer the resources of the Centre/Institute consistent with mission and budget;
- Monitor the Centre/Institute's efficiency and effectiveness, and prepare the annual report and statement of accounts of the Centre/Institute for presentation to the Provost and DVC&VP(R) and relevant Executive Dean, as appropriate; and
- Contribute to the promotion and marketing of the University as a research facility.