



Research Programs Manager Position Description

Job title: Research Programs Manager

Reporting to: Chief Executive Officer

Direct reports: nil

Salary: This is a Level 8 role with the Social, Community, Home Care and Disability Services (SCHADS) Award (\$129,205 to 134,295 depending on experience) **pro rata**, plus 11.5% superannuation

Full-time equivalent: 0.8 FTE part time to full time, flexible hours (Contract to 30 June 2027)

Location: Work from home, anywhere in Australia

About the NDRP

The National Disability Research Partnership (NDRP) is an independent organisation funded by the Australian government and governed and led by people with disability. Our vision is policy and practice in Australia are transformed by disability-led research. We do this by funding research done by and with people with disability, strengthening disability research capacity and mobilising evidence for action. We are guided by the [NDRP guiding principles](#). The NDRP is a key initiative under [Australia's Disability Strategy 2021-2031](#). The NDRP is instrumental in building the evidence base for the Strategy and beyond to improve outcomes for people with disability.

NDRP values

Inclusion We promote inclusion through non-discrimination, accessibility and support. We continue to learn and improve our ways of working and actions.

Integrity We are open, honest and transparent. We build trust and are open to new ideas and feedback. We are ethical in our approach and committed to our guiding principles.

Respect We listen to and learn from people with diverse perspectives and ways of knowing. We value different experiences and opinions. We respect people, country and culture.

Excellence We are rigorous and strive for excellence in our work by learning, reviewing and evaluating process, outputs and outcomes

Collaboration We work together, collaborate and draw on each other's strengths to achieve our vision and purpose.

About the role

Since its establishment as an independent organisation in 2024, the NDRP has completed one round of research grant funding in 2025, and successful research teams are being supported through a community of practice. We are about to embark on the first intake of the Disability Research Leadership Program and Round 2 of our research funding rounds commencing in February 2026.

Reporting to the CEO, the **Research Programs Manager** is a hands-on role focused on managing, coordinating, and delivering NDRP's research program and capacity strengthening initiatives through initiating and implementing a clear project management framework for NDRP's research funding rounds

This position requires strong leadership and partnership skills with an implementation focus to ensure the success of the end-to-end research funding rounds and research capacity strengthening initiatives. The role will also support the Research Committee, work closely with the NDRP team, and maintain strong relationships with stakeholders across the disability and research communities. It will also involve working collaboratively with a small team, and supporting their involvement in the grant round development and implementation.

The NDRP has diverse team and strongly encourages people with disability to apply. This is a flexible, work from home position and the NDRP actively supports inclusion and accessibility.

Key responsibilities

This position description is a guide to the main responsibilities of this role. It is not a complete list of every task. In addition to the list below, the role may involve additional duties that are within the scope and experience level.

Research funding program

- Formulate, implement, deliver and monitor the end-to-end coordination and project management of research funding rounds, building on NDRP's existing systems and processes (including SmartyGrants). This includes identifying milestones, task interdependencies, roles and responsibilities and timeframes.
- Refine and finalise documentation for each stage of grant rounds including Smarty Grants development, launch, eligibility screening, panel scoring, managing conflicts of interest, feedback to applicants and contract development and management.
- Produce practical materials for funding rounds such as grant guidelines, Frequently Asked Questions (FAQs), and assessment tools, ensuring accessibility for diverse audiences, building on Round 1 research funding lessons.
- Design and run research readiness activities to prepare potential applicants and strengthen participation.

- Support the Research Committee and CEO to ensure advice to the Board is well-prepared, timely, and informed.
- Manage the independent review panel process for research funding rounds from start to finish, including panel recruitment, briefing, support, and accessible guidance materials.
- Manage funding agreements and contracts with research organisations and other contractors and suppliers, including monitoring deliverables and outputs.
- Maintain strong working relationships with research teams, Disabled Persons and Representative Organisations (DPOs/DROs), government, and other funders.

Strengthening disability research capacity

- In partnership with the disability and research communities and the NDRP team, design and implement a range of capacity strengthening initiatives for disability inclusive research.
- Lead, organise and facilitate a range of meetings, events, communities of practice, and other capacity strengthening activities, including the community of practice for funded research teams.
- Lead and manage the NDRP fellowship and scholars' program, the Disability Research Leaders Program. This includes developing program guidelines and information, recruitment and selection, working closely with program participants to develop tailored professional development and peer support, through to monitoring and reporting.
- Develop and update tools, resources and learning supports, embedding continuous feedback and improvement.

General

- Coordination and teamwork across the team to ensure the research program is delivered efficiently and effectively.
- Develop a range of information, materials and reports in a range of formats related to the NDRP research and capacity strengthening initiatives.
- Work closely with the Head of Evidence to Action with identifying key research and opportunities for knowledge mobilisation.



Relationships

Internal

- All staff including the CEO, Head of Evidence to Action, the Commissioned Research Project Manager, Communication Lead, Operations Lead, Engagement and Events Coordinator.
- Research Committee.
- Independent Review Panels.
- Board, when required.

External

- Disabled Persons and Representative Organisations (DPO/DROs).
- People with disability and the general community interested in our work.
- Funded and potential research teams and scholars and fellows.
- Universities and University Grants offices.
- Government agencies and other research funders.

Selection criteria

Essential:

- Ability to initiate, formulate and manage various functions independently and make decisions and implement solutions collaboratively.
- Strong knowledge of grant and research processes and practices including research ethics, methodologies, funding processes, and research institution structures.
- Understanding of disability inclusive research practices, gained through working with the disability community.
- Sound understanding of the Australian disability policy landscape, and how research aligned to the NDRP research agenda can influence policy and practice.
- Demonstrated excellence in project management including work planning, scheduling, managing competing priorities, and reporting and collaborating with team members to achieve shared work goals.
- Ability to identify challenges and issues, address these in a timely manner and implement the solutions collaboratively, with both internal and external stakeholders

- Experience in designing and implementing initiatives or major projects with diverse stakeholders.
- Clear written communication skills including producing engaging materials and reports for a range of audiences.
- Outstanding collaboration, relationship building and facilitation skills, demonstrating an inclusive and engaging approach.
- Ability to work collaboratively within a diverse and inclusive team, including demonstrated capacity for initiative, flexibility, and creativity.
- Commitment to a human rights-based approach and the principles of the NDRP.

Desirable:

- Lived experience of disability: The NDRP strongly encourages people with disability to apply.
- Practical experience using grant management software (ideally SmartyGrants) and building application forms and assessment processes
- Higher degree by research at Masters or PhD level, but not essential.

Contact

We understand you might have unique needs during the application and interview process. If you require any accommodations or adjustments to participate fully and fairly, please let us know.

For more information about this position or for any accommodations or adjustments you might need throughout the application and interview process you can outline this in your covering letter, email us or have a confidential discussion about your needs:

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