

Position Description – Research Support Assistant (Research Contracts)

Updated 08/04/2025

POSITION DETAILS

Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Research Development and Support (RDS)
Supervisor (Title)	Senior Research Contracts Officer
Classification	Higher Education Officer Level 5
Employment Type	Continuing, part-time

POSITION SUMMARY

Under general direction, the Research Support Assistant (Research Contracts) will provide research administrative support throughout Research Development and Support (RDS) and Colleges. Working as a member of the Research Contracts Team within RDS, the Research Support Assistant (Contracts) will work closely with stakeholders to provide contract-based research administration support, assist with data integrity and capture; and maintain collaborative partnerships to support Flinders research.

This position provides research administration support and assistance to researchers associated with the processing of research contracts, research data capture and integrity and the communication of research activities and capabilities.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID-19 in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Research Support Assistant (Research Contracts) is accountable for:

1. Providing support to the Manager, Research Contracts and Senior Research Contracts Officer to administer research contract related services.
2. Assisting in the efficient operations of the Research Contracts team and providing a wide range of administrative support.
3. Contributing to a pro-active and positive customer service culture and goals of the University, promoting a culture of service excellence.
4. Performing administrative tasks associated with the processing of research contracts.
5. Contributing to the efficient and accurate management of the integrity of research management databases, such as ResearchNow and the Contracts Management System and reporting from such databases.
6. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree, or equivalent combination of experience and/or education and/or training.
- Effective to well-developed oral and written communication skills as well as interpersonal skills, together with proven ability to liaise and engage with a broad range of stakeholders.
- Demonstrated ability to apply informed judgement to analytical and problem-solving skills across multiple areas.
- Effective to well-developed management skills and demonstrated ability to prioritise tasks to meet required deadlines.
- Proven ability to work proactively and collaboratively within a team and independently.
- Demonstrated ability to set clear priorities, complete assigned tasks and monitor workflows.
- Demonstrated effective to well-developed computing skills in using office computer applications, including the Microsoft office suite, web pages and databases.
- Demonstrated experience in University administrative systems and procedures (desirable).