

Position Description – Research Support Officer

Updated 11/04/2025

POSITION DETAILS	
Portfolio	Deputy Vice Chancellor (Research)
Organisational Unit	Research Development and Support (RDS)
Supervisor (Title)	Research Development Manager
Classification	Higher Education Officer Level 6
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under general to broad direction, the Research Support Officer will provide administrative and project management support for the research activities of the College of Medicine and Public Health and related Institutes and Centres. The focus of the role will primarily be support for the rural and remote health research activity.</p> <p>Working as a member of the RDS team, the Research Support Officer will assist in grant finance monitoring, general administration and reporting within the framework of University policies and practice.</p> <p>The position will be located in the Northern Territory (Darwin or Alice Springs), with some travel required.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.</i></p> <p><i>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.</i></p> <p><i>Staff working in a health care setting <u>are required to be fully vaccinated against COVID-19</u> in line with the NT Health policy.</i></p>

KEY POSITION RESPONSIBILITIES

The Research Support Officer is accountable for:

1. Providing research administrative support and advice including interpretation and analysis of regulations and administrative procedures in accordance with University policies and other relevant information.
2. Coordinating and facilitating communications and advice to researchers, including advising in relation to external grant guidelines and funding rules, external funding opportunities, professional development and training.
3. Contributing to the development of policies and procedures including policy interpretation and implementation.
4. Providing support to both the College Leadership team and researchers on a range of strategic programs to promote and enhance research outcomes which may include:
 - Identifying the scope of a project or program
 - Stakeholder identification
 - Promoting and identifying the capabilities of the RDS and Flinders University research
 - Tracking issues
 - Research performance data
 - Contributing to the development of project/program plans
5. Providing administrative assistance in relation to research related review and compliance matters.
6. Assisting in the administration and reconciliation of research internal grants schemes, accounts and budgets.
7. 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, with subsequent relevant experience, or extensive experience and/or specialist expertise or broad knowledge in an administrative field, or equivalent combination of experience and/or education and/or training.
- Demonstrated ability to interpret and advise on regulations and administrative policies and procedures.
- Well-developed interpersonal skills and the ability to work as a member of a team.
- Experience in drafting reports and collection and analysis of data for statistical purposes.
- Experience in development and monitoring of budgets.
- Excellent oral and written communication skills as well as interpersonal skills, together with the ability to engage with a broad range of internal and external stakeholders.
- Ability to apply analytical and problem-solving skills to understand a complex situation or problem and develop innovative ideas and opportunities for resolving them.
- Commitment to the University's social accountability mandate, and to the principles of affirmative action for Aboriginal and Torres Strait Islander staff and students
- Demonstrated well-developed skills in using office computer applications, including the Microsoft office suite and databases.