

Position Description – Senior Research Support Officer

Updated 1 November 2024

POSITION DETAILS	
College/Portfolio	Deputy Vice Chancellor (Research)
Organisational Unit	Research Development and Support (RDS)
Supervisor (Title)	Research Development Manager, Flinders Health and Medical Research Institute (FHMRI)
Classification	Higher Education Officer Level 7
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under broad direction, the Senior Research Support Officer will work within the relevant College and Institutes to provide the key research development services in support of a college's research themes. These include supporting FHMRI and RDS strategies to grow research capacity and success, coordination of large funding applications and contribution to activities such as external reporting activities.</p> <p>The position will provide administrative support relating to the planning, development, and project management of the College's research activities to enhance capabilities and reputation in research. Additionally, this position will provide support across the College footprint that includes Northern Territory and regional South Australia.</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>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>SA: Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p> <p><i>NT: Staff working in a health care setting <u>are required to</u> be fully vaccinated against COVID-19 in line with the NT Health policy.</i></p>

KEY POSITION RESPONSIBILITIES

The Senior Research Support Officer is accountable for:

1. Representing the University and its research capability at a range of internal and external engagements to promote and build the reputation of the University and assisting in the generation of new opportunities.
2. Participating in strategic planning sessions and assisting the strategic direction for the College/Institute.
3. Investigating funding opportunities and providing representation in meetings to develop partnerships and improving collaborations.
4. Contributing to and coordinating the production of project reports and annual reports to meet University and contractual obligations.
5. Providing research support to staff by:
 - Identifying research opportunities and facilitating the involvement of college staff in grants, proposals and new opportunities;
 - Assisting with the development of research funding proposals; and
 - Linking staff with external visitors to provide opportunities for collaborative research.
6. Coordinating the research administration and community engagement functions including:
 - Monitoring quality assurance of research data;
 - Providing advice regarding policies and procedures; and
 - Providing assistance to academic staff with the preparation of research publications and reviewing and updating relevant publications.
7. Providing timely and relevant advice and information to the Dean of Research, Chief Research Development Officer and the Deputy Vice-Chancellor (Research).
8. Providing executive support to research related committees including the preparation of agenda, minutes, correspondence reports and taking follow-up action.
9. Providing high-level administration support and advice to ensure the College meets the requirements of the Federal Government's research excellence and impact assessments by:
 - Coordinating and facilitating preparation including representation on committees and working parties; and
 - Developing and overseeing data management.
10. Assisting with University performance measures through oversight and verification of publications and grant data collections.
11. Developing and implementing promotional material and communication to promote research both internal and external.
12. Staff supervision as required.
13. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a relevant degree with subsequent relevant experience, or an equivalent combination of experience and/or education and/or training.
- Ability to assist the Chief Research Development Officer and senior researchers to establish and develop collaborative partnerships across disciplines.

- Demonstrated and significant experience in project management or business development especially in the research field.
- Demonstrated experience facilitating and coordinating the writing of complex research grant applications to attract research grant funding.
- Demonstrated well-developed to high level oral and written communication skills, including presentation skills.
- Demonstrated well-developed liaison and negotiation skills, and the ability to work cooperatively with a diverse range of people.
- Demonstrated high level of proficiency in the use of MS Office suite of software, databases and management information systems.
- Demonstrated competency in data analysis.
- Ability to manage and supervise staff.

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