

## Position Description – Research Support Assistant

Updated 14/04/2026

POSITION DETAILS	
College/Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Research Development and Support
Supervisor (Title)	Research Institute Manager (FIMHWell & CHSC)
Classification	Higher Education Officer level 5
Employment Type	Continuing, part -time

POSITION SUMMARY
<p>Under general direction, the Research Support Assistant will provide research administrative support to Research Development and Support, College(s) and related Institutes and Centres.</p> <p>The Research Support Assistant will possess a high level of organisational, communication, interpersonal and digital skills, and have experience with general administrative tasks such as data collection and recording, supporting committees, working groups and events, while functioning effectively as a collaborative team member.</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"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence</li> <li>• demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent.</li> <li>• 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;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

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### KEY POSITION RESPONSIBILITIES

The Research Support Assistant is accountable for:

1. Providing high-quality administrative and research support for researchers within a College(s) and its Institutes and/or Centres, in line with university policies and procedures.
2. Investigating and assembling information on a wide range of issues for communication to a wide internal audience including Heads of Colleges and Flinders University researchers.
3. Producing and editing reports, presentations, and other documentation.
4. Maintaining databases and web pages.
5. Providing administrative support to relevant committees and working parties which may include facilitating the preparation of agendas and meeting papers, minute taking, and follow up actions.
6. Performing the administrative aspects of the preparation and submission of applications for grants and tenders.
7. Identifying and disseminating information about research and funding opportunities through a range of communication channels.
8. Communicating about research related matters with staff.
9. 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 without subsequent relevant experience, or an equivalent combination of relevant experience and/or education and/or training.
- Demonstrated effective to well developed 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.
- Demonstrated ability to apply analytical and problem-solving skills across multiple areas.
- Excellent time management skills and demonstrated ability to prioritise tasks to meet deadlines.
- Demonstrated ability to set clear priorities, complete assigned tasks and monitor workflows.
- Effective to well-developed computer literacy including demonstrated knowledge of Microsoft Office applications with the ability to learn and adapt quickly to new technologies and applications.
- Experience in a higher education or research environment (*desirable*).



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