

## Position Description – Senior Research Development Officer (Health)

Updated 30/03/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Research Development and Support (RDS)
Supervisor (Title)	Research Development Officer (Health)
Classification	Higher Education Officer Level 8
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under broad direction, the Senior Research Development Officer (Health) will support the uplift of research funding performance at the University by identifying and evaluating health &amp; medical funding opportunities that are aligned with the University's research strategy, and by encouraging and supporting researchers to develop high quality and competitive proposals to secure these funding opportunities by providing expert advice on funding schemes, coordinating complex bid development processes, and supporting multidisciplinary teams to develop competitive, impactful research proposals. The Senior Research Development Officer (Health) will draw on their research development experience, organisational/business skills, and partner with University Colleges and Institutes' key stakeholders in achieving these goals.</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, Excellence, and the underlying ethos of being Student Centred;</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 current 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. A criminal record will not automatically disqualify a candidate from consideration. Each case will be assessed on its individual merits and relevance to the inherent requirements of the role.</i></p>

**Changing 10 Million Lives.  
Every One Matters.**

**Agenda 2035**



### KEY POSITION RESPONSIBILITIES

The Senior Research Development Officer (Health) is accountable for:

1. Providing strategic advice, including grant writing support and advice to help researchers develop high quality, competitive health and medical research funding proposals.
2. Identifying, developing, and implementing strategic opportunities and potential collaborative research initiatives with internal and external stakeholders to grow Flinders University's research grant income in health and medical research.
3. Providing advice on research strategy matters with a focus on health and medical research funding application strategy and development for priority funding streams including MRFF.
4. Providing high-level project management support to developing strategic major funding proposals in collaboration with College/Institute research support staff.
5. Supporting the development and implementation of structured approach to proactively identify current and future research opportunities for researchers across all health and medical research disciplines and providing support in pursuing these opportunities for external research fund generation.
6. Contributing to the development of strategies in targeting major funding opportunities, including performing evaluation and analysis of funding trends, policy changes and opportunities.
7. Collaborating and liaising with support staff within central and College/Institute Research Development and Support (RDS), as well as other key stakeholders (College/Institute leadership, research group leaders etc.) in planning and implementing all research development activities.
8. Contributing towards building a strong research and collaborative culture across the University.
9. Supporting the Partnerships Directors and College leadership, Chief Research Development Officer in organising and managing the research development activities for the University.
10. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Progress towards post-graduate qualifications and experience in working with researchers to develop research funding proposals or an equivalent combination of relevant experience and/or education and/or training.
- Broad knowledge of the health and medical research funding landscape and assessment of research proposal quality/competitiveness.
- High level written and oral communication skills, including proposal writing/editing and ability to communicate complex concepts.
- High level problem solving, critical/strategic thinking and analytical skills.
- Demonstrated ability to show initiative, high level organisational skills, and the ability to provide advice in an effective and timely manner.
- Demonstrated excellent interpersonal skills, and the capacity to work independently and effectively with a wide range of people and in a team environment.
- Demonstrated commitment to building a positive research and work culture.