

## Position Description – Research Support Officer

Updated 22/04/2025

POSITION DETAILS	
Portfolio	College of Medicine and Public Health
Organisational Unit	Rural and Remote Health
Supervisor (Title)	Senior Research Fellow
Classification	Higher Education Officer Level 6
Employment Type	Fixed Term, part-time or 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 <i>Tackling Antimicrobial Resistance in Remote Australia (TARRA)</i> team.</p> <p>This role will provide research administrative support and advice, including data collection, qualitative interviews, interpretation and management of research data, and administrative procedures in accordance with University policies and other relevant information. The Research Support Officer will also assist in grant finance monitoring, general administration (including HR, budget, finance and travel) and reporting within the framework of University policies and practices.</p> <p>This role also plays a key role in assisting the TARRA team in coordinating, planning, communicating, and executing the project tasks required to collaborate with partners and stakeholders.</p> <p>The position will be located in Alice Springs.</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>Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul>

*Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.*

*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.*

*Staff working in a health care setting are required to be fully vaccinated against COVID-19 in line with the NT Health policy.*

### KEY POSITION RESPONSIBILITIES

The Research Support Officer is accountable for:

1. Providing research administrative support and advice, including data collection, qualitative interviews, interpretation and management of research data, 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. Coordinating and facilitating strategic research initiatives with the TARRA Leadership.
4. Providing support to the TARRA 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 TARRA 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. Some travel to remote communities may be required. A current and valid NT Driver's license is essential.
8. 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.
- Demonstrated understanding and cultural sensitivity concerning Aboriginal and/or Torres Strait Islander Australians
- 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.