# Research Support Officer

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0062170</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>Level A</td>
</tr>
<tr>
<td>SALARY</td>
<td>$80,258 - $108,906 p.a (pro rata for part-time)</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full-time / part-time (0.4 FTE)</td>
</tr>
<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Fixed-term for 2 years</td>
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<tr>
<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<tr>
<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.</td>
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| CONTACT FOR ENQUIRIES ONLY | Dr Sally Newman  
Email: sally.newman@unimelb.edu.au  
*Please do not send your application to this contact* |

For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurung peoples (Burley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Research Support Officer will join a collegiate and supportive team responsible for developing and implementing the Melbourne School of Health Sciences Research Strategy.

The appointee will be responsible for delivering high-quality research support including desktop research, data analysis, briefing papers and high-level executive support to the Director of Research and working groups reporting to the School Executive Committee and Project Control Groups. The appointee will work closely with the Strategic Projects office to provide seamless support for events including workshops and working groups and communications.

Reporting to the Director of Research and working closely with the Strategic Projects team, you will demonstrate a dynamic and flexible approach to managing competing priorities and using high-level organisational and problem-solving skills, you will work in partnership with these individuals, to ensure smooth running of development and/or implementation of the strategy.

The appointee will be based on the Parkville campus. Whilst the incumbent will be allocated to a primary location, they may be required to work across other MSHS sites, particularly in the Parkville precinct, as required.

We foster a values-based culture of innovation and creativity to enhance the performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our staff to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability
Key Responsibilities

- Provide high-quality research support to the Director of Research to further the ongoing development of the MSHS Research Strategic Plan
- Contribute to the preparation of strategic and operational planning for Research Strategy development activities
- Identify, develop, and build relationships with key internal and external stakeholders to support strategic activities
- Establish processes and procedures to coordinate the workflow of the Research Strategic Planning project and actively contribute to ongoing administrative process improvement initiatives within the Department and School
- Produce well-presented documents, presentations (utilising PowerPoint) and reports
- Forward planning of meetings to support the MSHS strategic plan project – e.g. ensuring meetings and other commitments are scheduled in a timely manner and in a workable timeframe, anticipating likely needs and outcomes, and planning accordingly.

1. Selection Criteria

1.1 ESSENTIAL

- Relevant postgraduate qualification or an equivalent combination of relevant experience and education/training
- Strong research, writing and verbal communication skills including the ability to prepare reports, committee papers, agendas, presentations, and correspondence
- Excellent time management and organisational skills, including demonstrated experience in co-ordinating workflow, prioritising tasks, meeting deadlines and effectively balancing competing demands
- Excellent interpersonal skills, including a demonstrated ability to interact positively and work co-operatively in a multi-disciplinary team environment and liaise with people from diverse backgrounds.
- Demonstrated ability to work with tact, diplomacy and maintain confidentiality
- High level of computer skills including extensive experience using an electronic diary management system and good working knowledge of the Microsoft Office suite, (including SharePoint),
- Demonstrated problem solving skills and a proactive approach to identifying and resolving issues using sound judgement
- A demonstrated ability to work both independently and as part of a team, collaborating with others, sharing information and ideas, supporting peers and assisting when others are on leave.

1.2 DESIRABLE

- Familiarity with university of Melbourne administrative, financial and HR systems, processes, policies and procedures
1.3 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- The successful candidate must be prepared to work from alternate buildings as required. The position may require a start time between 8am and 9am based on business needs.
- There will be peak service delivery periods during which time leave is not likely to be approved.

2. Job Complexity, Skills, Knowledge

2.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position works under broad direction from the Director of Research and Strategic Projects Manager, within a collegial team environment. It will require independence and initiative to carry out tasks for the betterment of the School. There will be autonomy required for delegated tasks and understanding that all activities contribute to the support of the team. As the position works within a team located across multiple sites, there will be a necessity to ensure that communication between the team is consistent so that stakeholders may easily refer and escalate matters as appropriate.

2.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to resolve problems using judgement based on experience and within existing policies and procedures, and to implement new processes in accordance with School and University policy.

The incumbent is responsible for individual time management, and is be expected to use initiative in prioritising work and effectively balancing a range of tasks simultaneously. There will be an expectation to escalate matters and ask questions when necessary to managerial staff.

2.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to perform tasks/assignments which require proficiency in the work area’s rules, regulations, policies, procedures and systems. This may be achieved through a combination of current knowledge, experience, training and peer to peer learning.

2.4 RESOURCE MANAGEMENT

The incumbent is expected to manage within budgetary constraints and to investigate and recommend cost-effective strategies where possible. The incumbent is also required to manage time efficiently and make effective use of work resources without compromising quality.

The position does not have any financial delegation.

2.5 BREADTH OF THE POSITION

The position enables the operational activities of the Melbourne School of Health Sciences and will interact with the broader Faculty of Medicine Dentistry and Health Sciences, as well as the University, external bodies and students as required.
The incumbent will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University.

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 MELBOURNE SCHOOL OF HEALTH SCIENCES

Since its inception in July 2009, the Melbourne School of Health Sciences (MSHS) has created an inter-professional learning community at the forefront of leadership in health sciences education, clinical research, scholarship, professional practice, workforce training and knowledge exchange. The School is unique in its composition, including Departments of Nursing, Physiotherapy, Social Work, Audiology and Speech Pathology and Optometry and Vision Sciences.

Based in the Parkville precinct in the heart of Melbourne, the School’s highly skilled staff and students contribute to local, national and global efforts to improve health and
wellbeing across these diverse disciplines by working closely with valued partners in Australia and worldwide.

The School educates graduate entry and post-graduate students through accredited programs tailored to workforce needs nationally and internationally, enabling them to be competent and effective health professionals who are work ready and eligible for registration. The School also trains experienced professionals to be leaders in their field and research higher degree students to be competent in clinical and basic research and evidence based practice to prepare them for research, clinical, professional or academic careers.

https://healthsciences.unimelb.edu.au/

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

www.mdhs.unimelb.edu.au

5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers
5.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance