Senior Research Development Coordinator

POSITION NO 0049971

CLASSIFICATION UOM 7

SALARY $102,338 - $110,780 p.a. (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part time (0.8 FTE)

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Dr Urmia Dhagat
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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
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 Bunurong peoples (Burnley, 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

Research Support & Evaluation team members demonstrate initiative and work collaboratively to provide great service. Reporting to the Manager, Research Development, the primary focus of this role is to coordinate Faculty wide research development activities to enhance investigator competitiveness for national funding schemes aligned to Faculty priorities.

This position is part of a team that works closely with the Associate Dean, Research, Associate Dean, Innovation and Enterprise and School Research Committee Chairs, ensuring the Faculty is well placed to leverage opportunities to strengthen research capability and impact.

The Senior Research Development Coordinator has a service-focused ethos, implementing strategies for engaging a diverse range of stakeholders in a dynamic, complex environment. The incumbent is well organised, able to use initiative, works as part of a team and displays sound judgement to communicate effectively with academic and professional staff.

The Research Support & Evaluation team facilitates and delivers quality, timely services to support world class health research and researchers. Located on the Parkville campus, the team works closely with Faculty executive, and Faculty and University colleagues. The team encourages open communication, embracing technological solutions and seeks continuous improvement to meet researcher and Faculty needs. Working as an effective, high performing team requires prompt, independent, thoughtful action and demonstrated willingness to work collaboratively with other team members.

The Faculty fosters a values-based culture of innovation and creativity to enhance the research 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 Faculty values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability
1. **Key Responsibilities**

- With oversight from the Manager, Research Development, coordinate Faculty wide research development activities ensuring the breadth of Faculty researchers are well positioned to submit competitive external research funding proposals.
- Be the key liaison for the MDHS Early Career Academic Network. Design and deliver workshops, guide documents and/or seminars for EMCA focused funding schemes.
- For key external funding schemes (ARC, NHMRC and/or MRFF), coordinate academic review of draft proposals/pitching panels, drawing on expertise from previous successful applicants and panel members.
- Work in partnership with colleagues across the Faculty and the Chief Operating Officer Portfolio (Research, Innovation and Commercialisation) to provide strategic advice to Faculty researchers on matters such as alignment to funding opportunities, ARC Medical Research Policy, National Interest Test Statements etc.
- Work with the Manager, Research Development, to lead continuous improvement in the administration of researcher development initiatives, including accurate record keeping.
- With broad oversight from the Manager, manage requests for funding from the strategic research budget. This includes coordinating cash co-contribution requests in support of external funding proposals, consolidating and summarising key information, and seeking approval for funding commitments from the Associate Dean, Research.
- Undertake secretariat duties for Faculty wide initiatives within the Research Development portfolio including coordinating meetings, preparing agendas, distributing papers, taking minutes and facilitating follow-up actions.
- Work collaboratively with other members of the Research Support & Evaluation team to deliver a broad range of research support services across the Faculty. Activities include: supporting the promotion of funding opportunities, preparing reports on activity and performance, requests for research related data, writing briefing papers, providing advice and recommendations to senior leadership on potential courses of action, drafting responses consultation papers.
- Be responsible for maintenance of content and communications related to external funding opportunities and researcher development initiatives.
- Participate in team, Faculty-wide and University projects and forums to improve and streamline research administrative support.

The Senior Research Development Coordinator’s key responsibilities are underpinned by the job complexity, skills and knowledge expected of all team members as described in Section 3.

2. **Selection Criteria**

In order to be considered for interview by the selection panel, applicants must address the following criteria in their application. Applicants must provide a succinct response for each criterion, adhering to a maximum limit of three pages when addressing the selection criteria. Please visit the University website for further guidance on how to address Essential Selection Criteria.
2.1 ESSENTIAL

- A tertiary degree combined with high level relevant experience in research management or an equivalent combination of qualifications, training and experience.
- Experience in the development of grant improvement programs and major funding applications delivered at scale within an academic environment OR experience in developing and delivering grant workshops and/or pre-award grant application development support for ARC, NHMRC and/or MRFF schemes.
- Experience working in the health and medical research sector and/or broad knowledge of the national funding landscape.
- Proven ability to prioritise activities in a fast-paced, rapidly evolving environment, whilst demonstrating positive behaviours and service excellence.
- Proven ability to work independently and a demonstrated team ethos, actively providing constructive contributions to the team’s activities.
- High-level administrative, planning, organisational, verbal and written communication skills, exercising sound judgement, initiative and handling information in a confidential and appropriate manner.
- Demonstrated high level problem-solving skills and proven capability in continuous improvement.
- Excellent interpersonal skills and demonstrated ability to initiate and maintain productive and collaborative relationships.
- Strong technical skills with Microsoft Office 365 and an interest in learning and developing new approaches to working with new technologies and applications.

2.2 DESIRABLE

- Membership of and engagement with the Australasian Research Management Society (ARMS)

2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- Work outside of standard business hours may be required on occasion.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Each Research Support & Evaluation team member contributes to the high performance of the team. Staff are required to be able to work independently and collaboratively. This includes working to deliver team goals; acknowledging and utilising complementary knowledge and skills; and demonstrating service excellence. In setting individual objectives and contribution to the delivery of team goals, the Professional Staff Position Classification Standards is used. The expectations of you are commensurate with your role and level. The information on job complexity, skills and knowledge listed below applies to all team members and should be read in conjunction with the classification standards.

Team members are expected to:
Work with a high level of autonomy and accountability under the general direction of the Director, Research Support & Evaluation, reporting to their supervisor;

Be self-motivated, prioritise, plan ahead and deliver to agreed timelines;

Work with other members of Research Support & Evaluation team and lead/contribute to projects across the team, Directorate, other areas of the Faculty or wider university.

Seek information to support informed decision-making. Commensurate with level of the position, this may require referring complex matters and/or matters that may affect the standing of the University or its research objectives, to their supervisor.

### 3.2 BREADTH OF THE POSITION

All team members are expected to:

- Acquire a broad understanding of the Faculty’s mission, goals and structure and of the University policy and procedures relevant to research management;
- Interact and maintain productive and collaborative relationships with a range of academic and professional staff within the Faculty, University and more broadly;
- Possess excellent interpersonal and communication skills, be organised and manage their time;
- Manage tasks with a high level of accuracy underpinned by a professional and quality service ethos within Faculty and University guidelines;
- Familiarise themselves with and be guided by the team values and behaviours framework; Guide to Services, work guidelines;
- Be responsible for efficient time management and use of work resources to maintain quality service delivery.

### 3.3 PROBLEM SOLVING AND JUDGEMENT

The Faculty is comprised of six schools, and a number of departments and centres. Team members work in a fast-paced, rapidly evolving environment. Team members are expected to:

- Ensure compliance with a focus on value, risk, governance and sustainability and ensure steps are taken to prevent negative impacts on the Faculty;
- Identify problems, explore options, develop and test processes/systems and implement effective and efficient solutions, operating within University policy;
- Demonstrate discretion and maintain confidentiality.

### 3.4 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

The team works in an environment where each person is required to balance business as usual, project and unplanned activities. Team members are expected to:

- Demonstrate positive and constructive behaviours;
- Play an active role in team activities and openly share information;
- Undertake general administrative tasks;
- Lead/contribute to the dissemination of key research administrative information to professional and academic staff;
Provide guidance to academic and professional staff on policies and procedures;

Lead/contribute to organising research support activities for academic and professional staff;

Contribute to operational success by demonstrating agility and embracing technology.

3.5 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

All team members are expected to apply the rules, regulations and processes of the University and gain an understanding of how the Faculty works with its healthcare partners, medical research institutes and academic schools, centres, institutes, and departments. Team members are expected to:

- Have knowledge of research management issues, concepts and process including administration, development, integrity and strategy;
- Consider utilising professional development opportunities, including access to the University TrainMe modules and the University of Melbourne corporate membership to the Australasian Research Management Society.

3.6 REPORTING, INFORMATION GATHERING AND COMMUNICATIONS

Team members are expected to:

- Lead/contribute to the collection and maintenance of records, particularly to support funding administration and reports;
- Lead/contribute to the coordination, development, and delivery of reports across a range of areas encompassing research performance, trends and current state, consultations and requests for feedback, funding opportunities, research capability and emerging issues for research in the higher education sector, including delivery of recommendations and advice to stakeholders;
- Investigate, analyse and make recommendations to resolve issues and progress Faculty and University strategic objectives.

3.7 STRATEGY, INNOVATION AND IMPROVEMENT

Each team member is encouraged to contribute innovative ideas that can support delivery of team goals. Team members are expected to:

- Lead/contribute/support the implementation of Faculty strategic research priorities in line with Advancing Melbourne;
- Continuously improve processes, programs and outcomes;
- Review and revise Research Development processes and programs to align with the goals of the strategic plan and faculty research strategy, in a rapidly evolving environment;

4. 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.

5. **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.

6. **Other Information**

6.1 **MEDICINE, DENTISTRY AND HEALTH SCIENCES**

Research Support & Evaluation is the Faculty level facilitator to deliver functions that provide quality services to support world class health research and researchers. Under the direction of the Director, Research Support & Evaluation, the team works closely with Faculty executive, and Faculty and University colleagues, focusing on: development and implementation of Faculty/University research and innovation strategy; governance of research; research capability; research collaboration and initiatives; research funding - growth and diversification; research/researcher development and support schemes; research quality; research reporting; effective and timely research support services and system access to the Faculty; and research translation and impact.

The Research Support & Evaluation values and behaviours framework complements the Faculty values and University commitment to being a fair and safe workplace. Team members are encouraged to familiarise themselves with the Faculty and University Health and wellbeing support.

The team working style is to embrace technological advances and to continually seek new ways of facilitating and delivering services that meet researcher and university needs. Fundamental to the team is to ensure that the approach to supporting researchers is timely and effective.
Within the Research Support & Evaluation team, the supervisor provides leadership and direction; including supporting goal setting, professional development, and fostering a work environment of high achievement and collaboration.

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate students and the conduct of research. The Faculty’s annual research revenue is more than $280m.

The Faculty has a student teaching load in excess of 8,800 equivalent full-time students including more than 2,300 research higher degree students. The Faculty has more than 1,700 Academic staff including more than 1,300 research academics and teaching staff, additionally employing more than 800 professional staff.

Caring for people is at the heart of what we do. Our Faculty values guide our ways of working and we are committed to a diverse and inclusive culture that enables our staff and students to reach their full potential. This includes commitment to progressing gender equity aligned with the University’s Athena SWAN Bronze Award from SAGE (Science in Australian Gender Equity), and championing the Pride in Action Network, the University’s LGBTQIA+ ally network.

The Faculty appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP). We continue to build on this to expand opportunities for Indigenous participation in study and academic pursuit. Indigenous employment, student recruitment and retention, cultural recognition, embedding Indigenous knowledges into our curriculum and building partnerships with the Indigenous community are key areas of development.

### 6.2 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](http://about.unimelb.edu.au/careers)

### 6.3 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.

6.4 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