



# Research Support Officer

<b>Department/Unit</b>	Arts Research and Business Development Office
<b>Faculty/Division</b>	Faculty of Arts
<b>Classification</b>	HEW Level 5
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	August 2017

## Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here – and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu)

Monash Arts is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The Faculty delivers programs via seven schools and across five campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit our website: <https://arts.monash.edu/>

The Arts Research and Business Development Office are responsible for supporting the Dean and Associate Dean Research and the broader Arts community in delivering the outcomes of the Faculty's research and business development strategy. The office provides tailored support including the identification of funding opportunities, proposal and application support, and the collection, collation and reporting of data relating to research performance and benchmarking. The team provides strategic advice to the Dean and the senior management team to facilitate the delivery of the Faculty's research and business development objectives. To learn more about The Arts Research and Business Development Office, please visit our website: <http://research.arts.monash.edu/>

## Position purpose

The Research Support Officer provides integrated administrative service and high quality support for research staff on research matters across the Faculty of Arts. The incumbent provides administrative support in the submission of research funding proposals, executive support for faculty committees, and internal funding schemes. The position helps to promote research activities across the faculty and externally as well as provide assistance to the ARBDO management as required.

In addition, the incumbent is expected to ensure that staff comply with research- related policies and procedures, and also that these are in place at school and centre level across the faculty.

**Reporting line:** The position reports to the Research Development Manager under general direction

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Provide assistance to academic staff with the preparation of external funding applications and support for other contract and business development opportunities
2. Under the supervision of the RDM and with the Partnerships and Business Development Manager investigate and provide information to academic staff on relevant research funding opportunities and disseminate grant, contract and tender information, as necessary
3. Working with relevant teams in Arts Administration, to identify opportunities to promote research activities, expertise and achievements through the support and creation of website content, capability statements, and organisational support for events and workshops
4. Provide support for the administration of the Faculty's internal funding schemes, as required, including the support for workshops, panels and communications and promotional activity
5. Provide administrative support to research committees across the Faculty, as required
6. Provide support for the dissemination of research related policies to ensure compliance at School and Centre level
7. Provide research statistics and key performance indicators on research performance to senior management and Research Co-ordinators using relevant Monash systems
8. Other duties as directed by supervisor

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - A tertiary degree in a relevant discipline or;
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. Demonstrated experience and/or knowledge of dealing with research related activities within a university or tertiary environment
3. Demonstrated high level organisational and time management skills with the ability to prioritise numerous tasks in order to meet deadlines and perform well under pressure
4. Excellent written and verbal communication skills with a demonstrated ability to convey information and provide advice and reports in a clear and precise manner, with a high level of attention to detail
5. Outstanding interpersonal skills, with a demonstrated commitment to providing excellent customer service and a record of successful interactions with academic staff and other colleagues in a team-based environment
6. Demonstrated ability to develop, implement and maintain effective systems, which improve administrative processes
7. Demonstrated high level IT skills including Microsoft Office, Excel and experience of supporting web content and web/marketing/design and social media skills

## Other job-related information

- Travel (e.g. to other campuses of the University) may be required.
- Out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the taking of leave may be restricted

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.