SENIOR RESEARCH DEVELOPMENT COORDINATOR

DEPARTMENT/UNIT: Academic and Student Services
FACULTY/DIVISION: Faculty of Engineering
CLASSIFICATION: HEW Level 7
DESIGNATED CAMPUS OR LOCATION: Clayton campus

ORGANISATIONAL CONTEXT
Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Engineering is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our website: www.monash.edu/engineering.

POSITION PURPOSE
The Senior Research Development Coordinator provides an integrated administrative service for research staff on research matters across the Faculty of Engineering aligned with faculty research strategy. The Senior Research Development Coordinator provides substantial support in the identification of funding opportunities, and the preparation and submission of research and other funding proposals. The position helps to ensure that staff comply with research-related policies, relevant procedures are in place and are communicated across the faculty.

Reporting Line: The position reports to the Research Services Manager who will provide broad supervision
Supervisory Responsibilities: Not applicable
Financial Delegation: Not applicable
Budgetary Responsibilities: Not applicable
KEY RESPONSIBILITIES

1. Draw on substantial experience, knowledge and expertise in research proposal development to provide significant support, feedback, and advice to academic staff in the preparation of high quality research funding applications particularly for the Australian Research Council applications and category 2-4 funding opportunities, by interpreting guidelines, preparing budgets, and supporting the submission of grants and fellowships

2. Identify other external sources of funding and prepare and disseminate timely and targeted information to researchers

3. Coordinate the development of grant writing for major schemes such as the ARC hubs to achieve funding outcomes. Convene meetings with researchers to discuss application development and collaboration opportunities for selected grant applications that align with the Faculty’s Strategic Research Plan

4. Undertake a range of high level administrative tasks in the research management systems including Pure, Research Professional, Business Intelligence, and other relevant University applications

5. Establish, build and sustain effective working relationships with a network of colleagues, clients and other stakeholders such as the Monash Research Office to support and facilitate efficient service delivery

6. Work closely with the Research Services Manager to profile and promote the Faculty of Engineering’s research strengths

7. Keep abreast of developments, activities and protocols in area of expertise through liaison with staff and peers, reading relevant literature and attending meetings and seminars and providing advice accordingly

8. Comply with University policy, procedure and protocols relevant to research management and administration

9. Contribute to the development, implementation and maintenance of efficient and effective systems and processes that support the submission, growth and pre and post-award management of competitive grants and research contracts

10. Deliver effective service to clients, including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements

11. Deputise for the Research Services Manager as required, and undertake other tasks relevant to the role as directed by the Research Services Manager and Associate Dean Research

12. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   ● A degree qualification in a relevant field with extensive relevant experience; or
   ● extensive experience and management expertise in technical or administrative fields; or
   ● an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated research administration experience and/or knowledge of dealing with research activities within a university or tertiary environment including research proposal and development support

3. Proven ability to undertake grant development and strategic review of research proposals, including exceptional written communication skills, with a well-developed understanding of effective structure, style, syntax and grammar to ensure quality and competitive funding applications
4. Excellent organisational and administrative skills with the ability to prioritise tasks, plan administrative tasks effectively, work to tight deadlines, anticipate future requirements, monitor and review procedures

5. Well-developed budget development, analytical and problem solving skills with the ability to report and articulate issues to senior faculty management

6. 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

7. Ability to maintain a high level of confidentiality, privacy and information handling principles

8. Ability to provide high-level administrative support to the Faculty Research Committee and its associated sub-committees

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.