SENior RESEARCH SUPPORT OFFICER

DEPARTMENT/UNIT  Arts Research & Business Development
FACULTY/DIVISION  Faculty of Arts
CLASSIFICATION  HEW Level 6
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.

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 schools and across six 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: www.monash.edu/arts.

The Arts Research and Business Development Office is responsible for supporting the Dean, Deputy Dean, Research 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.

POSITION PURPOSE
The Senior Research Support Officer provides an integrated administrative service for research staff on research matters across the Faculty of Arts, aligned with Faculty strategy. The position provides substantial high-level administrative support in the submission of Category 1 research applications and other funding proposals. The Senior Research Support Officer helps to ensure that staff comply with research-related policies, as well as ensuring relevant procedures are in place and are communicated across the Faculty.
**Reporting Line:** The position reports to the Research Development Manager under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Provide significant assistance, feedback, and advice to academic staff in the preparation of grant applications particularly for Category 1 applications (Australian Research Council, NHMRC) by interpreting guidelines, preparing budgets, and supporting the submission of proposals

2. Take a specific lead on the administrative support for the proposal development and submission of ARC Linkage Projects (LP); organising related meetings, being the focal point for all general LP queries, helping partners in uploading information on RMS

3. Under the direction of the Research Development Manager promote the Faculty’s research strengths and provide proactive and high-quality service-oriented support materials for Category 1 grants to schools and the broader Arts research community, and assist in organising events

4. Assist the Research Development Manager in continuously improving the Faculty support process for Category 1 grant submissions; liaising as required with other units from the University

5. As required, contribute to the administration of internal grant schemes, including tracking scheme budgets, support for workshops, panels, communication to applicants and promotional activities

6. Develop expertise and undertake a range of tasks in the research management systems, including Pure, Research Professional, Business Intelligence, and other relevant University applications

7. Provide data analysis and reports including comprehensive Business Intelligence and other performance data to Faculty management and Schools as required

8. Liaise with and foster effective working relationships with Faculty staff, Monash Research Office and other university and external offices to facilitate meetings, co-ordinate activities and gather and disseminate information

9. Provide high-level executive support to the Faculty research committee and research related meetings, as required

10. Other duties as directed from time to time

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A relevant degree with subsequent relevant experience; or
   - extensive experience of research administration; or
   - an equivalent, alternate combination of relevant knowledge, training and/or experience.

**Knowledge and Skills**

2. Excellent organisational and administrative skills with the ability to prioritise tasks, plan administrative tasks effectively, work to tight deadlines, anticipate future requirements, and monitor and review procedures

3. Well-developed budget development, analytical and problem-solving skills with the ability to report and articulate issues to senior faculty management
4. 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

5. Highly developed oral and written communication skills and attention to detail

6. Ability to maintain a high-level of confidentiality

7. Well-developed computer skills with knowledge of a range of software packages, including Word, Excel and research and business information systems (Research Professional)

8. Good working knowledge and understanding of the external funding environment in the tertiary sector, and an ability to apply knowledge to the local context

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.