ADMINISTRATIVE EXECUTIVE (RESEARCH)

DEPARTMENT/UNIT: Jeffrey Cheah School of Medicine and Health Sciences

FACULTY/DIVISION: School Research Office

CLASSIFICATION: HEW Level 5A

WORK LOCATION: Sunway campus

ORGANISATIONAL CONTEXT

Monash University is Australia’s largest university, and member of the prestigious Group of Eight research intensive universities. Monash consistently rates in the top 100 universities in the world.

Monash University Malaysia is Monash’s third largest campus, with over 8000 students and 900 staff. We are a comprehensive campus offering degrees in business, engineering, medicine, science, information technology, pharmacy, social science and humanities. We are rated among the very best among universities in Malaysia, and the quality of our research output positions us among the very best universities in Southeast Asia.

Monash University Malaysia provides Monash University with a platform for scholarly engagement with the dynamic Southeast Asia region. We are located in greater Kuala Lumpur, in the Klang Valley, one of the region’s industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research is oriented towards deep engagement with this dynamic social and industrial landscape.

In 2018 we celebrated our twentieth anniversary in Malaysia. During this time we have produced more than 16,000 graduates from more than 70 different countries. We provide a diverse and inclusive scholarly environment.

In 2017 Monash Malaysia was awarded a Six Star SETARA rating by the Malaysian Ministry of Education. This places us in the very top “outstanding” cohort of Malaysian Universities.

Monash University Malaysia is jointly owned by Monash University and the Jeffrey Cheah Foundation.

For further information see: www.monash.edu.my.

The Jeffrey Cheah School of Medicine and Health Sciences (JCSMHS) was established in 2005. The School’s vision is to become a leading medical school in Asia, as measured by the quality and impact of its teaching and research, and, through these, to engage with and serve the community. By pursuing this vision, the school contributes to the University’s mission to improve the human condition by advancing knowledge and fostering creativity.

The School offers the Bachelor of Medical Science and Doctor of Medicine, Bachelor of Psychological Science and Business, Bachelor of Psychological Science, Bachelor of Psychological Science and Business (Psychology) (Honours), Bachelor of Medical Science (Honours), Postgraduate Diploma in Biomedical Science, Master of Professional Counselling, Master of Biomedical Science and Doctor of Philosophy (PhD) programs.
Delivery of the medicine program is spread over several locations with the first two years being taught at the Monash University Malaysia in Bandar Sunway, Selangor while the subsequent three years being taught at the Clinical School in Johor Bahru.

For more information, please visit: http://www.med.monash.edu.my/.

**POSITION PURPOSE**

The objective of the position is to provide support to all locations of the school in Research Training and other research related support to the Deputy Head of School (Research & Development) (DHOS (R&D)) and Deputy Head of School (Graduate Research) (DHOS (GR)). The Administrative Executive (Research) reports directly to the Research and Development Manager with dotted lines reporting to the Deputy Head of School (Research & Development), Deputy Head of School (Graduate Research) and the Senior Administrative Executive (Research).

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

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. **School Research & Development Duties**
   - Assist in the implementation of programs developed by the DHOS (R&D) to support academic staff equitably in the building of their research capacity including for ECRs
   - Prepare minutes and agenda for the School Research Committee meeting that is jointly chaired by the DHOS (R&D) and the DHOS (GR)
   - Assist in the implementation of University, Faculty and School policies with respect to research
   - Assist in establishing and managing budgets, including making income projections and research training and planning for JCSMHS staff
   - Assist in the compilation and analysis of School research data and preparation of these statistics and reports for the School Management Committee
   - Assist to set-up comprehensive research databases to capture historical and current information relating to graduate research scholarship, sponsorship, stipend payment, GR students’ profiles and research output including publications, awards and travel grants
   - Database will also have capacity to systematically store data on alumni, academic staff individual research output, supervision load and related research information
   - Work with senior executive and researchers to disseminate information on grants and funding opportunities to members of the School

2. **School Graduate Research Program Duties**
   - Assist in processing graduate research students application
   - Assist in the enrolment and registration of students
   - Assist in organizing and managing students milestones and candidature variation
   - Assist in monitoring regulatory compliance including international students attendance
   - Assist in preparing monthly stipend listing and annual stipend projection
   - Assist in scholarship award processes
   - Assist in preparing student load projection
   - Preparation of progress report for annual ad renewal of students’ visa
3. **Secretarial support to meetings chaired by DHOS (R&D) and DHOS (GR)**
   - Ensure School Research Office committee meetings and School Graduate Research committee meetings are organised according to Terms of Reference
   - Provide administration support to the committees including call for papers, drafting of agenda, minutes taking and other related task
   - Provide secretarial support to other research based meetings including graduate research forums

4. **Provide administrative support on research activities**
   - Develop an active network with researchers in School and counterparts in Research Management Unit and Faculty
   - Liaise with Finance Unit to record of expenditures and manage the budget for research training activities
   - Provide general administrative support as and when required
   - Establish and maintain efficient and effective filing system

5. **Event management**
   - Participate in school events/activities, for example in preparing updates, file attendance records and in organising meetings including resource planning and preparation of all necessary event paper work, correspondence and broadcast
   - Liaise with relevant units (e.g. Facilities, ITS, etc) on provision of appropriate resources to support School’s event
   - Track budget for events and report expenditure after each event
   - Ensure high level of participation from participants for events
   - Collate feedback for event and summarise report

6. **Maintain and update School’s research website**
   - Ensure accurate and latest information on research training activities and activities spearheaded by DHOS (R&D) and DHOS (GR) are updated on website
   - Periodically inspect links to ensure website contains zero broken links

Undertake other specific and/or related tasks, roles and duties as assigned from time to time by the Research and Development Manager, Deputy Head of School (Research and Development) and Deputy Head of School (Graduate Research)

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A tertiary qualification in Business Management or Computing Science with major / minor in data management or relevant experience in the similar field
   - Some relevant working experience in the area of grant management will be an advantage
   - Good written and verbal communication skills in both English and Bahasa Malaysia

**Knowledge and Skills**

2. Strong interpersonal skills with the ability to maintain relationship at all levels across diverse groups, including academic and general administrative staff;

3. Demonstrated skills in using MS Word, Excel and Powerpoint

4. Ability to work as a team

5. Attention to detail and accuracy
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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.