

Position Description

John Richards Research Centre Coordinator

Position No:	NEW
Department:	John Richards Centre
School:	La Trobe Rural Health School
Campus/Location:	Albury-Wodonga
Classification:	Higher Education Officer Level 6 (HEO6)
Employment Type:	Fixed term, Part-time, 2 years
Position Supervisor:	JRC Chair
Number:	50020303
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of Rural Health – <http://latrobe.edu.au/rural-health-school>

John Richards Centre for Rural Ageing Research – <http://www.latrobe.edu.au/jrc>

For enquiries only contact:

Professor Irene Blackberry, email: i.blackberry@latrobe.edu.au

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Position Context

The John Richards Centre for Rural Ageing Research (www.latrobe.edu.au/jrc) seeks to develop and implement programs of research that makes a difference to the wellbeing of a diverse range of older people living in rural communities. The mission statement is to undertake research and knowledge exchange that is responsive, and adaptive to rural older people's needs and changes of the environment. The John Richards Centre (JRC) comprises 15 staff and 6 higher degree students based across all La Trobe University campuses.

The John Richards Centre (JRC), established in 2007, is supported by a local philanthropist, Mr John Richards OAM, with matched funding from both the Department of Health and Human Services Victoria and La Trobe University. JRC research is funded by external competitive funding, government tenders and philanthropists. This role supports the John Richards Centre goals in becoming the global leader in rural ageing and aged care research that makes a difference to the lives of older people living in rural communities. In collaboration with external and other stakeholders, JRC undertakes an interdisciplinary rural ageing and aged program of research in the following key areas:

- Health services and aged care
- Ageing in place
- Workforce
- Technology

Reporting to the JRC Director, the incumbent will provide high-level administrative, operational and fiscal activities to facilitate the Centre Director's ability to effectively lead the Centre. The position delivers into the La Trobe Rural Health School at the Albury-Wodonga campus and is responsible for administering and coordinating integral research administrative tasks supporting JRC staff and students. The position has responsibility for a range of high profile and complex matters requiring the ability to exercise considerable judgement, initiative, discretion and independence.

Duties at this level may include:

- Provide effective research administrative support in a timely and accurate manner with excellent attention to details including
 - Providing high level executive administrative support to the Centre Director.
 - Administering the Centre budget with oversight from the Centre Director.
 - Supporting Centre staff and students in producing research materials, presentations, preparing research budget, submission of publications, grants or ethics, following up on research contracts or entering online research information.
 - Prepare research-related documentation such as literature review, protocol worksheets, procedural manuals, progress and annual reports.
 - Managing sensitive and confidential information relating to the research centre.
 - Set priorities and monitors work follows and systems within the Centre.
- Develop office procedures and systems to enhance operational efficiency. This includes ensuring appropriate records and resources are managed, monitored and maintained.
- Organise meetings and events, including marketing, attendance, catering, distribution of relevant documents, drafting minutes and pro-active follow-up on action items.
- Act as a point of contact for the Centre for all internal and external communications including by producing letters, marketing materials, newsletters, social media, media release and website. Establish and cultivate effective relationships with key stakeholders and update client relation management database.

- Effectively gather, document, monitor and analyse data on Centre's research activities, performance, progress, impact and make recommendations against benchmarking data.
- Coordinate travel, accommodation, itineraries and expense reimbursements for staff and students as required.
- Undertake research and aid the development of reports on complex issues, emerging trends, policies and other strategic issues as required. Provide analysis of information as requested, demonstrating resourcefulness and the ability to work autonomously.
- Facilitate research administrative relationships with other areas of the University, such as Human Resources, Human Ethics Committee, Research Office, Office of the PVC Research Development, and Internal Communications to ensure relevant areas are informed of Centre developments.
- Undertake other tasks as requested by the Centre Director.
- Comply with the Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.

Key Selection Criteria

Essential:

- Completion of an undergraduate degree with subsequent research experience, or evidence of research higher degree training.
- Demonstrated understanding of relevant research methodology and experience in research, ethics application, grant submission and publishing manuscripts.
- Demonstrated depth or breadth of expertise in research administration and project management developed through extensive relevant experience and application.
- Strong organisational, time and workload management skills, including the ability to effectively and efficiently coordinate and prioritise tasks to meet competing deadlines.
- Demonstrated excellent written and verbal communication skills with a high degree of accuracy and attention to detail.
- Highly effective communication and interpersonal skills, including the demonstrated ability to interact constructively and collaboratively with people at different levels of seniority, internal and external to the University.
- Demonstrated ability to deal with sensitive and confidential issues with discretion and professionalism.
- Demonstrated ability to work independently with minimum supervision, show initiative and work productively as part of a team and take responsibility for outcomes.
- Advanced level computer skills in Microsoft Office package, EndNote, Project Management and experience in web management and sufficient computer literacy to master other relevant computer packages as required.
- Experience in working in a research environment or in a large, complex organisation, similar to a University.
- Having a valid driver's licence and willing to travel across La Trobe University campuses.

Desirable:

- Completion of a Masters or PhD by research.
- Knowledge of government and tertiary funding processes and contract management.
- Demonstrated understanding or experience on rural and regional policies, priorities, and emerging issues

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: