

POSITION DESCRIPTION

Position Title:	Research Administration Officer (RAO)
Organisation Unit:	Research Office
Position Number:	
Type of Employment:	Full Time – Fixed term
Classification:	HEW Level 6/7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of \$11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Deputy Vice-Chancellor (Research & Innovation) is a member of the University's Senior Executive and has responsibility for enhancing the university's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. The Deputy Vice-Chancellor (Research & Innovation) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management, research infrastructure management, and research ethics and integrity.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The Research Office provides administrative and strategic support in the key functional areas of research grants and tenders, research awards and prizes, and post-award corporate recording functions for research income across all categories.

Working within the Research Office, Research Administration Officer/s will facilitate the dissemination of information and advice to researchers on sources of research support, both external and internal. They in turn assist researchers through the application and assessment process and administer the grants awarded. Each Research Administration Officer is responsible for one or more the University's Faculty or Institute areas.

Duties

Duties and responsibilities include but are not limited to:

Administration

HEW 6

- Be familiar with the research performance and grants profile of one or more Faculties/Institutes at UQ, and be a primary point of contact within the Research Office for those Faculties/Institutes.
- Have a solid understanding of the strategic research initiatives of the Faculties/Institutes for which the position has responsibility/oversight.
- Coordinate specified external funding schemes involving preparation of routine- to intermediate-complexity checklists for review of eligibility and compliance, provision of feedback on applications, and submission of applications by external deadlines.
- Coordinate and assist with development of research grant applications.
- Coordinate routine- to intermediate-complexity internal funding schemes as required, involving the preparation of guidelines, advertisement, and administration of application and award processes.
- Assist researchers in the identification of opportunities, both in terms of advocacy and funding, for the advancement and sustainability of activities.

- Be responsible for the identification and provision of information regarding research income opportunities relevant to the Faculties/Institutes for which the position has responsibility.
- In conjunction with other staff members, help to plan and organise, and participate in, research funding seminars/workshops.
- Maintain and develop relationships with external funding agencies in order to progress the interests of UQ.
- Administer grants across the research lifecycle, such as progress and final reports, grant establishment, and other post-award matters.
- Evaluate and check research contracts for compliance with policy and administrative requirements in consultation with Research Legal Services.
- Liaise with Faculty and/or Institute research support staff including Research Development colleagues and Research Partnerships Managers (RPMs).
- Liaise with key sections of the University such as Human Resources, Finance and Business Services and School/Centre/Institute Professional Services Teams (PSTs) concerning research grant management.
- Act as a non-voting member of Faculty/Institute research committee/s and provide advice to committee/s and Faculties/Institutes on both University funding schemes and external schemes.
- In conjunction with other senior staff members, provide input to briefings, strategic reports, and/or policy papers demonstrating a high attention to detail.
- Other duties as required.

HEW 7

- Demonstrate a detailed knowledge of the research performance and grants profile of one or more Faculties/Institutes at UQ, and be a primary point of contact within the Research Office for those Faculties/Institutes.
- Have a well developed understanding of the strategic research initiatives of the Faculties/Institutes for which the position has responsibility/oversight.
- Coordinate specified external funding schemes involving preparation of intermediate- and high-complexity checklists for review of eligibility, compliance, and grantsmanship; provision of feedback on applications; and submission of applications by external deadlines.
- Coordinate and assist with development of research grant applications across a range of funding initiatives, including schemes of a highly complex nature.
- Coordinate intermediate and high-complexity internal funding schemes as required, involving the preparation of guidelines, advertisement, and administration of application and award processes.
- Assist researchers in the identification of opportunities, both in terms of advocacy and funding, for the advancement and sustainability of activities.
- Be responsible for the identification and provision of information regarding research income opportunities relevant to the Faculties/Institutes for which the position has responsibility.
- Plan, organise and participate in research funding seminars/workshops, including as lead/co-lead.
- Maintain and develop relationships with external funding agencies in order to progress the interests of UQ.
- Administer grants across the research lifecycle, such as progress and final reports, grant establishment, and other post-award matters, servicing suite/s of intermediate- and high-complexity funding initiatives.
- Evaluate and check research contracts for compliance with policy and administrative requirements in consultation with Research Legal Services.
- Liaise with the Associate Deans Research, Institute Deputy Directors, Research Partnerships Managers (RPMs) and other research support staff in the relevant Faculties and/or Institutes.
- Liaise with key sections of the University such as Human Resources, Finance and Business Services and School/Centre/Institute Professional Services Teams (PSTs)

concerning research grant management.

- Act as a non-voting member of Faculty/Institute research committee/s and provide advice to committee/s and Faculties/Institutes on both University funding schemes and external schemes.
- Generate and write in-depth briefings, statistics, discussion papers, and/or policy-related documentation arising from the administration of research grants, either in conjunction with other senior staff members or independently.
- Other duties as required.

Other (*HEW 6 and HEW7*)

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the Manager or Senior Manager, Research Office.

SELECTION CRITERIA

Essential

HEW 6	HEW 7
<p>Qualifications</p> <ul style="list-style-type: none"> • A degree with subsequent relevant experience; <p>OR</p> <ul style="list-style-type: none"> • Extensive experience and specialist expertise or broad knowledge in technical or administrative fields; <p>OR</p> <ul style="list-style-type: none"> • An equivalent combination of relevant experience and/or education/training. 	<p>Qualifications</p> <ul style="list-style-type: none"> • Completion of a degree with at least four years subsequent relevant experience; <p>OR</p> <ul style="list-style-type: none"> • Extensive experience and management expertise; <p>OR</p> <ul style="list-style-type: none"> • An equivalent combination of relevant experience and/or education/training.
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • High level of computer proficiency and practical understanding of administrative computer applications, especially with data on mainframe corporate systems. • Knowledge of higher education policies and procedures in relation to research administration, or demonstrated capacity to gain this knowledge. • Excellent written and interpersonal communication skills. • Broad knowledge of human resource policies and procedures or demonstrated capacity to gain this knowledge. • Broad knowledge of the University's Faculties and Institutes. 	<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • High level of computer proficiency and practical understanding of administrative computer applications, especially with data on mainframe corporate systems. Proficiency at an advanced level using computer software packages for word-processing, data storage and retrieval, and spreadsheets. • Detailed knowledge of higher education policies and procedures in relation to research administration, or demonstrated capacity to gain this knowledge. • Excellent written and interpersonal communication skills. • In depth knowledge of human resource policies and procedures or demonstrated capacity to gain this knowledge. • In depth knowledge of the University's Faculties and Institutes or ability to rapidly acquire knowledge.
<p>Experience</p> <ul style="list-style-type: none"> • Demonstrated experience in the development of strong external and internal relationships. 	<p>Experience</p> <ul style="list-style-type: none"> • Demonstrated experience in the development of strong external and internal relationships.

<ul style="list-style-type: none"> Ability to provide input to briefings, strategic reports, and/or policy papers with a high attention to detail. 	<ul style="list-style-type: none"> Demonstrated ability to generate and write briefings, strategic reports, and/or policy papers with a high attention to detail, either in conjunction with other senior staff members or independently. Demonstrated and well advanced experience in the area of research administration or research management.
<p>Personal Qualities</p> <ul style="list-style-type: none"> Integrity, diplomacy and sensitivity in communicating with a wide range of client groups. Ability to work cooperatively and constructively with staff from within a variety of settings from within the University and external to the University. Excellent abilities as a team player. Ability to work effectively with external funding organisations. 	<p>Personal Qualities</p> <ul style="list-style-type: none"> Integrity, diplomacy and sensitivity in communicating with a wide range of client groups. Ability to work cooperatively and constructively with staff from within a variety of settings from within the University and external to the University. Excellent abilities as a team player. Ability to work effectively with external funding organisations.

Desirable

HEW 6	HEW 7
<p>Experience</p> <ul style="list-style-type: none"> Experience in the area of research administration or research management. 	

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.

Training Program and Competency Based Assessment

Training and development will be provided in each of the areas below. It is expected that the training plan will take between one to three years to complete, depending on the base level skills and experience of the incumbent. The key differentiating factor between the broad-banded levels is the degree to which knowledge, experience, and advanced skills are deployed to perform tasks at a higher level of complexity.

Completion of the following training (or equivalent) is essential for progression to HEW Level 7:

HEW 6 Level Competency for Role	Recommended Development Options
<p>'Pre-Award' management of research grants</p>	<ul style="list-style-type: none"> • Training and mentorship in pre-award processes, including the management of granting rounds, and comprehensive on-the-job experience in reviewing applications, including matters of compliance (CI and project eligibility, budgets, GST, overheads) and broad aspects of grantsmanship, developing to an advanced set of assessment and grantsmanship skills over time. On progressing to HEW 7, an appointee would be expected to successfully and proactively manage or co-manage major grant rounds (for example for key ARC or NHMRC schemes) with high level outcomes in compliance, process and value adding to applications. A HEW 7 appointee would also be expected to coordinate the actions of other team members as appropriate, and ensure quality and consistency are maintained in grant round administration. As a HEW 6, experience would be acquired in administering grant rounds of routine to intermediate complexity, with input from the Managers and Senior Managers, and/or Director/Deputy Director, Research Office, in preparation for running major/highly complex rounds. • A HEW 7 appointee would also be expected to demonstrate a detailed understanding of a range of funding opportunities (rather than a broad awareness of these as required at HEW 6), consistent with discharging an effective research development role. For a HEW 6, this knowledge acquisition would be underpinned by attendance at grant workshops for a number of schemes, and funding agency presentations, to increase breadth and depth of grants specific knowledge in preparation for a more senior research development role.

<p>'Post-Award' management of research grants</p>	<ul style="list-style-type: none"> • Training and mentoring in post-award processes, including grant establishment, management of funded grants, post-award variations, post-award deadlines, and progress/final reporting. For transition between a HEW 6 and HEW 7, on-the-job experience in grant establishment across a wide range of funding schemes would be expected to be demonstrated and applied, including proficiency in negotiating more complex programs, GST, contractual and overheads matters. • In addition, training would be undertaken in using Reportal to underpin active pre- and post-award grants management practices, but also in terms of exercising a strategic research development role for the faculties/institutes for which the position has responsibility.
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Competencies required for progression to HEW 7

Progress to HEW Level 7 will be dependent upon successful achievement of those competencies listed below. The competencies should be achieved independently, without the need for guidance or direction from supervisor or more senior staff:

1. High level of computer proficiency with data on mainframe corporate systems which include AURION, Research Master, Reportal. Proficiency at an advanced level using computer software packages for word-processing, data storage and retrieval, and spreadsheets.
2. In depth knowledge of the University's Faculties and Institutes.
3. Demonstrated ability to generate and write briefings, strategic reports, and/or policy papers with a high attention to detail, in conjunction with other senior staff members or independently.
4. Demonstrated and well advanced experience in the area of research administration or research management.
5. Effective management skills demonstrated by interactions with internal and external clients, and a strong commitment as a team player.
6. HEW 7s are expected to have an active research development role and manage granting schemes of varying levels of complexity, including those of a highly complex nature, with a high degree of autonomy.
7. HEW 7s are expected to produce policy and procedural documentation and exercise complex judgements with the same level of independence, whilst complying with UQ Research & Innovation policies and standard operating procedures.