Position Description

Title: National Research Assessments Coordinator
HEW Level: 7

Faculty/Office: Research Services
Position Number: tbc

Department/Team: Post-Award and Reporting
Date: January 2019

Position Purpose: Promote awareness of and coordinate all aspects of National Research Assessments and their requirements across the University.

ORGANISATIONAL CONTEXT
The Deputy Vice-Chancellor (Research) [DVCR] is responsible for the development and strategic enhancement of Macquarie University's research, research training, and innovation profile as well as the creation, support and advancement of local, national and international research collaborations and partnerships.

Research Services is responsible for the management of research that takes place at Macquarie University or is conducted by University staff. This task is divided between four functional teams: Pre Award, Post Award and Reporting, Ethics and Integrity and Research Contracts and Policy.

The Post Award and Reporting Team aims to assist Macquarie University to achieve its research goals. The Team is responsible both for post-award management of research projects and for research management reporting and data integrity.

ORGANISATION CHART

[Diagram of organisational structure]

Director Research Services
Manager Post Award & Reporting
National Research Assessments Coordinator VACANT [HEW 7]
Senior Research Data Officer VACANT [HEW 8]
Research Reporting Assistant
Online Forms Officer
Contracts/Post Award Administration Assistant
Post Award Administration Assistant
Post Award Officer
Research Reporting Officer
Research Reporting Leader
Post Award Leader
National Research Assessments Leader VACANT [HEW 8]
### KEY ACCOUNTABILITIES

- Provide high quality project management coordination to the National Research Assessments project team and guidance on the National Research Assessment submissions exercises, supporting the optimisation of submission requirements.
- Develop and implement a University-wide communications plan to convey a broad understanding of National Research Assessments and the delivery of optimised submissions.
- Develop tools, templates and information that will assist researchers and staff at all levels to identify, report and communicate datasets and other material required for the National Research Assessments as standard practice.
- Provide project support to National Research Assessments related University Working Groups and committees including the initiation and oversight of resulting project actions.
- Contribute to the development and implementation of University-wide processes to improve the ongoing recording and reporting of research data required for National Research Assessments such as ERA and EI.
- Coordinate the development of Impact case studies to ensure that the University makes a strong Impact submission.
- Liaise with professional writers and editors to develop compelling Impact case studies and Engagement narratives.
- Liaise with the University’s Group Marketing to ensure that our research successes are promoted outside of the academic environment.
- Provide Project support for the analysis and communication of results arising from National Research Assessments.
- Proactively participate in continuous improvement of the processes involved in the preparation for National Research Assessments.
- Keep abreast of the external research policy environment, coordinate University responses to consultations relating to the National Research Assessments agenda.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>National Research Assessments Leader</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Nil</td>
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| Key Direct Clients: | DVC(R)  
Research Services  
Individual researchers  
HDRO |
| Other Key Relationships: | Associate Deans Research  
Faculty Research Managers  
ARC  
IT  
Library  
OFS  
Marketing  
Human Resources  
Office of the DVCR  
Strategic Planning and Information  
FORC Champions and Primary authors |
| Budget Accountability: | N/A |
| Role-specific Conditions: | N/A |
| Scope and autonomy | Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvements and/or initiatives. |
| Problem solving | Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs. |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication:</strong> Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<td><strong>Service Focus:</strong> Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td></td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- A degree in a relevant discipline and experience and/or equivalent qualifications and experience
- Project planning methodologies and tools
- Knowledge of the higher education/university sector
- Computer skills including Microsoft Office and online information resources

ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge and understanding of the National Research Assessment guidelines and of the University’s research profile and strengths
- Knowledge of the Office of the Deputy Vice-Chancellor (Research) and University functions and structure.
- Knowledge of the Office of the Deputy Vice-Chancellor (Research) and University policies, systems, processes and procedures.
- Knowledge of how the University works and how relevant functions across the University interrelate

KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Contributing to and implementing strategy and planning
- Providing high-level support to complex projects with multiple stakeholders
- Ability to work across multiple teams and areas of the University at a project and operational level
- High level written and oral communication skills
- Consulting with internal and external stakeholders
- Taking instruction from multiple sources
- Communicating complex issues to a range of stakeholders in a variety of mediums
- Working as a part of a cross-functional team