Position Description

Title: Faculty Research Coordinator  
HEW Level: 7

Faculty/Office: Human Sciences  
Position Number: 21858

Department/Team: Human Sciences Administration  
Date: June 2018

Position Purpose: To provide expert advice to support Faculty academic staff on all aspects of research related activities. To assist in the development and successful implementation of the Faculty’s research strategic initiatives.

ORGANISATIONAL CONTEXT

Macquarie’s Faculty of Human Sciences (FHS) holds a distinctive place on the global stage. With several internationally acclaimed centres producing ground-breaking research in areas like linguistics, psychology, cognitive science and education, our faculty is a place of passionate educators and unbridled discovery. Supported by state-of-the-art facilities including the Australian Hearing Hub, we work together to investigate and answer some of the big questions about what makes us human.

The Human Sciences Research Team reports to the Associate Dean, Research and works with staff to build and strengthen research capability in the Faculty. The team coordinates and provides advice on internal and external funding opportunities, reviews applications and implements University-wide research strategies, policies and activities.

ORGANISATION CHART

[Diagram showing the organisational structure with roles and reporting relationships]
### KEY ACCOUNTABILITIES

- Provide expert advice and guidance to Faculty academics in the development of research initiatives, including grant proposals, funding budget requests and development of research plans.
- Collaborate with the Faculty Research Manager to develop and implement the Faculty Early Career Research (ECR) strategy and provide ongoing expert advice, guidance and support to the Faculty’s Early Career Researcher Network to assist in the development of their research activities.
- In collaboration with the Faculty Research Manager, develop and implement the Faculty’s Research Income Diversification Strategy and oversee the administration of related internal schemes.
- Analyse data and report on all aspects of Faculty research activities, using data extracted from internal and external research management systems to help guide the development of strategic initiatives, track Faculty research performance, and promote Faculty achievements;
- Identify, disseminate and promote funding opportunities to relevant audiences, based on a thorough understanding of their discipline needs, to support the Faculty's development of targeted, diverse and quality grant proposals.
- Review and evaluate research grant outcomes to support the Faculty strategic research plan and make recommendations to leverage opportunities and improve outcomes.
- Undertake Faculty research based projects as requested by the Associate Dean, Research and Faculty Research Manager.
- In collaboration with the Faculty Research Manager, consolidate the Faculty’s research submissions including ERA (Excellence in Research for Australia) and the Engagement and Impact Assessments and make recommendations for improving faculty procedures.
- Oversee and approve the development of research information content for web-based and general communications including pre-and post-award information factsheets and guidelines to support Faculty staff in their research activities.
- Represent the Faculty on various network groups on behalf of the Faculty Research Manager as required.
- Mentor and coach junior staff in the Faculty Research Office.
- 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>Faculty Research Manager</th>
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</thead>
<tbody>
<tr>
<td>Positions</td>
<td>Direct: 0</td>
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<tr>
<td>Reporting to:</td>
<td>Indirect: 0</td>
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<tr>
<td>Key Direct Clients:</td>
<td></td>
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<tr>
<td>Other Key Relationships:</td>
<td></td>
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<tr>
<td>Budget Accountability:</td>
<td>N/A</td>
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<tr>
<td>Role-specific Conditions:</td>
<td>N/A</td>
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<tr>
<td>Scope and autonomy</td>
<td>Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures.</td>
</tr>
<tr>
<td>Problem solving</td>
<td>Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action</td>
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</table>

- Associate Dean, Research in Faculty of Human Sciences
- Executive Dean, Faculty of Human Sciences
- Heads of Department
- Faculty General Manager, Faculty of Human Sciences
- Academic staff in Faculty
- Professional staff in Faculty
- DVC CE&A – Advancement
- External Grant Funding Bodies and other Universities’ Research Staff
- Degree Research Team, Faculty of Human Sciences
- Higher Degree Research Office
- Research Office
- Research Higher teams in other Faculties
- Finance
- Human Resources
- DVC CE&A – Group Marketing

### Key Direct Clients:

- Associate Dean, Research in Faculty of Human Sciences
- Executive Dean, Faculty of Human Sciences
- Heads of Department
- Faculty General Manager, Faculty of Human Sciences
- Academic staff in Faculty
- Professional staff in Faculty
- DVC CE&A – Advancement

### Other Key Relationships:

- Degree Research Team, Faculty of Human Sciences
- Higher Degree Research Office
- Research Office
- Research Higher teams in other Faculties
- Finance
- Human Resources
- DVC CE&A – Group Marketing

### Budget Accountability:

- N/A

### Role-specific Conditions:

- N/A

### Scope and autonomy:

- Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures.

### Problem solving:

- Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action.
# Capability Framework

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

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

- A degree and/or substantial relevant experience in research grant management
- Knowledge of research office functions and structures in a tertiary sector.
- Knowledge of research funding pathways and schemes in Australia
- Well-developed computer in skills in Microsoft Office and database management

### 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 of the Faculty’s functions and structure.
- Knowledge of the Faculty’s policies, systems, processes and procedures.
- Knowledge of what other areas of the University do and how they interact with the Faculty

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

- Providing expert advice on grant funding applications and large-scale research applications and contributing to successful outcomes
- Extracting, analysing and reporting using multiple data sources
- Developing and drafting reports for a wide range of audiences
- Identifying, developing and implementing process improvements
- Working in a high volume service-focused environment.
- Working to tight and changing deadlines and timeframes.
- Working with diverse range of internal and external stakeholders across multiple disciplines
- Developing and implementing plans and activities to support strategic initiatives relevant to the role