Position Description

Title: Faculty Research Advisor
HEW Level: Level 7

Faculty/Office: Faculty of Medicine and Health Sciences
Position Number: tba

Department/Team: Faculty Research Office
Date: March 2019

Position Purpose: To provide advice and support to Faculty research staff with the aim of increasing the research profile and competitive research income for the Faculty of Medicine and Health Sciences and ensuring accurate data collection and reporting of achievements in research.

ORGANISATIONAL CONTEXT

Macquarie University is developing the nation's first fully integrated academic health sciences centre (MQ Health) under a university's leadership. With a focus on patients and an ultimate goal of improving lives, MQ Health will see true convergence of the learning and research endeavours of Macquarie’s Faculty of Medicine and Health Sciences with the clinical care provided at Macquarie University Hospital and Clinics. It brings together the excellent work of medical and allied health researchers across the University and around the country, with unparalleled access to the world-leading clinical resources and research facilities found only on our campus.

The Faculty of Medicine and Health Sciences has active research programs in biomedical, translational and health services domains, with current areas of strength including neurosciences (especially motor neuron disease, neurological rehabilitation, and the clinical neuroscience of pain), cancer medicine, and vascular science, amongst others. The Faculty hosts the Australian Institute of Health Innovation, an internationally acclaimed powerhouse researching health systems, e-health, and patient safety. In learning and teaching, the Faculty offers a suite of capability-based educational programs including the Doctor of Medicine (Macquarie MD), Doctor of Physiotherapy, Master of Public Health, graduate Diploma of Anatomy and a fast track Bachelor of Clinical Sciences. The Faculty also offers higher degree research programs.
### Key Accountabilities

- Develop methods to accurately collect, maintain and analyse data on all aspects of Faculty research activity to support the development of strategies, track research performance, and promote the Faculty’s achievements.
- Working with the FRM, support and manage the Faculty’s involvement in National Research Assessments (e.g. ERA, Engagement and Impact) and other national reporting and consultation processes, ensuring data governance and integrity of Faculty research outcomes.
- Drive the communication and rollout of the research management systems upgrades and ensure stakeholder engagement with the process.
- In consultation with the FRM and Group Marketing, promote the research activities, capacity and achievements of the Faculty and MQ Health, including developing content in a range of mediums for internal and external audiences.
- Coordinate and provide expert advice on, and support to, the development of quality grant applications and large-scale research applications and initiatives.
- Review, develop and implement nominations from Faculty staff for external research prizes and awards.
- Provide advice, training and support to researchers on the processes and systems relating to research grant proposal submissions.
- Develop, implement and/or improve administrative systems, processes, guidelines and procedures to support the Faculty’s management of research, particularly as it pertains to data collection and quality.
- 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>Associate Faculty General Manager and Faculty Research Manager</th>
</tr>
</thead>
</table>
| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | Executive  
Associate Deans, Heads of Office, Heads of Dept, Senior Managers  
Particular staff members in other offices or departments such as Library, Research Office  
Faculty of Medicine and Health Sciences research staff  
MQ staff in general  
MQ students  
Other external contacts such as Grant Funding Bodies and Other Universities’ Research Staff |
| Other Key Relationships: | Executive  
Associate Deans, Heads of Office, Heads of Dept, Senior Managers  
Particular staff members in other offices or departments  
Other staff members in own office or department  
MQ staff in general  
MQ students  
Other external contacts such as Grant Funding Bodies and Other Universities’ Research Staff  
Research Office Staff  
Research Office Staff |
| Budget Accountability: | nil |
| Role-specific Conditions: | Nil |
| 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>
</tr>
</thead>
<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>
</tr>
<tr>
<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
</tr>
<tr>
<td><strong>Communication:</strong> Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Initiative:</strong> Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
</tr>
<tr>
<td><strong>Service Focus:</strong> Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
</tr>
<tr>
<td><strong>Improvement Focus:</strong> Finding better ways of completing tasks or solving problems.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
</tr>
</tbody>
</table>
**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- A science-based (or similar) degree and/or extensive work experience in research grant management.
- Knowledge of the Higher Education environment.
- Knowledge of external reporting requirements in the tertiary sector.
- Well-developed computer skills in database management, MS Word, Excel, PowerPoint and web-based research.

**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 Faculty of Medicine and Health Sciences and MQ Health’s research programs.
- Knowledge of the Faculty of Medicine and Health Sciences and MQ Health’s functions and structure.
- Knowledge of the Faculty of Medicine and Health Sciences policies, systems, processes and procedures;
- Knowledge of the Faculty of Medicine and Health Sciences and MQ Health’s key research strengths, research programs and research targets.
- Knowledge of the Faculty’s International Strategies and Corporate Engagement portfolio’s policies, systems, processes and procedures.
- Knowledge of how the University operates and how relevant functions across the University interrelate.
- Knowledge of Australian government funding agencies and how they operate.

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

- Working in the higher education sector with research grant funding.
- Working in a detailed administration role.
- Extracting, analysing and reporting using multiple datasets.
- Preparing presentations, agendas, minutes, reports and papers.
- Facilitating meetings.
- Project management.
- Working within a complex organisation.
- Working in a team environment with an ability to effectively communicate with internal and external stakeholders.