

Position Title	Research Officer (Operations)
Classification	Level 6
School/Division	UWA School of Agriculture and Environment
Centre/Section	NESP Resilient Landscape Hub
Supervisor Title	Professor
Supervisor Position Number	314245
Position Number	319448

Your work area

The Resilient Landscapes Hub is one of four research Hubs under the Australian Government's National Environmental Research Program. The Hub conducts research to inform management of Australia's terrestrial and freshwater ecosystems to promote resilient and sustainable landscapes. The Hub has a budget of \$47 million over 6 years and brings together researchers from the 11 universities, government agencies and non-government organisations and a range of research users. The Hub sits within the School for Agriculture and Environment at The University of Western Australia (UWA).

Reporting structure

Reports to: Professor

Your role

As the appointee you will, under limited direction, provide operational support to the Hub for ongoing research and collaboration with a range of research partners. You will work closely with the Hub Leader, and support the planning and operation of research and engagement activities, and provide support in a variety of tasks including logistics, travel bookings and procurement.

Your key responsibilities

Coordinate meetings for Hub Leader including scheduling; preparation of agendas, background papers and minutes; tracking correspondence and follow-up on actions; and coordinating the logistics for virtual and face to face meetings.

Develop and maintain relationships with relevant internal and external partners to support the operations of the Hub.

Support the preparation of research plans and presentations, including information synthesis/analysis.

Coordinate timely and accurate reporting of activities, liaising with project leaders and Hub executive for the preparation of annual and interim reports

Liaise with administrative units within UWA, including finance, HR, IT and Schools, to support the efficient operation of the Hub

Provide administrative support for the Hub leadership team (e.g. travel bookings, credit card acquittals, HR and procurement)

Other duties as required

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications

Relevant research and administrative experience at an appropriate level

Highly developed ability to support research including research planning and report writing

Excellent written, verbal and interpersonal skills and the ability to successfully coordinate and collaborate with various people in different locations to achieve research outcomes

Proficiency in a range of technical and computing skills including project management, virtual meeting platforms (e.g. MS Teams) and presentation packages

Excellent organisational skills and demonstrated ability to meet deadlines

Ability to work independently, show initiative and problem solve across a broad range of issues

Special requirements (selection criteria)

Current C Class driver's licence

Travel within the state and interstate as required

Occasional weekend work

Some after-hours work may be required

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.