

# POSITION DESCRIPTION

## Senior Research Development Officer



Position Description Classification Approved	Date
Human Resources Branch	10.05.2022

POSITION DETAILS	
<b>Position Title:</b>	<b>Senior Research Development Officer</b>
<b>Position Number:</b>	00023546
<b>Classification:</b>	HEO8
<b>Faculty/Division:</b>	Division of Research and Innovation
<b>School/Branch:</b>	Research Services
<b>Reports to (position title):</b>	Executive Director, Research Services
<b>Delegations:</b>	N/A
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>Reasonable workplace adjustments will be made for people with a disability.</li> <li>Some work out of standard hours may be required.</li> </ul>
<b>Significant Working Relationships:</b>	<ul style="list-style-type: none"> <li>Faculties, including Deputy Deans (Research);</li> <li>Industry Engagement Priority (IEP) teams;</li> <li>Research Institutes (Directors and Managers);</li> <li>Researchers and Affiliated Researchers;</li> <li>Research funding bodies;</li> <li>Research partner and affiliated organisations;</li> <li>Legal and Risk;</li> <li>Innovation and Commercialisation Services leadership and staff.</li> </ul>

POSITION SUMMARY
<p>The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.</p> <p>The Division of Research and Innovation provides leadership in achieving the University's strategic goals, particularly in relation to research strategy, researcher education, services, infrastructure and supporting the development of world-class research and impact, both nationally and internationally. Supporting an ethos of excellence, innovation, engagement and impact, the Division is responsible for achieving the research objectives set out in the University Strategic Plan.</p> <p>Research Services provides professional staff support services to the University's Research community in relation to competitive research funding/grant opportunities, research grant administration, applications and awards, research ethics, compliance and integrity management, research contract management and research related reporting and collections such as the Excellence in Research for Australia (ERA) and general and strategic advice to researchers and research leaders. The Strategic Research Team (SRT) provides support for high trajectory researchers and research teams seeking larger-scale research funding to enable high-impact research aligned with the University Strategic Plan.</p> <p>Working under broad direction, with a degree of autonomy, the Senior Research Development Officer will be part of a small and highly focussed team that provides support for prioritised major funding initiatives in order to deliver an increase in the scale and diversity of external research funding and awards for the University. The team will be responsible for ensuring researchers target key programs at scale, prepare quality applications and achieve high success rates. The Senior Research Development Officer will liaise with sponsors, faculties, schools, research institutes and academic staff to ensure that the applications align with the goals of the University. The Senior Research Development Officer will be expected to work closely with the Executive Director and Strategic Grant Development Staff to play a major role in coordinating, project managing and enhancing the quality of major funding applications.</p>

**KEY RESPONSIBILITIES**

Research program support	<ul style="list-style-type: none"> <li>• Horizon scanning and targeted communication of funding opportunities, particularly larger scale funding opportunities.</li> <li>• Provide advice to selected researchers on the funding opportunities and awards potentially available to them, on funding rules and guidelines and on approaches to maximise their ability to attract funding.</li> <li>• Identify opportunities to leverage and scale-up industry and/or government investment via appropriate funding schemes.</li> <li>• Contribute to the development of documentation proposing new strategic initiatives, investment opportunities and/or capability statements to be pitched direct to Government.</li> <li>• Support selected major opportunities funded by the MRFF, Australian Research Council (ARC), the National Health and Medical Research Council (NHMRC), the RDCs and other national and international funding streams.</li> <li>• Draft or synthesise input from multiple individual researchers or partners to create consolidated cross-disciplinary narratives.</li> </ul>
Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Develop excellent networks within DRI, Innovation and Commercial Partnerships Branch, Faculties, Schools and Institutes, to ensure dissemination of grant information and bid coordination.</li> <li>• Proactively communicate with external partner researchers and funding stakeholders to co-ordinate the development of collaborative funding bids.</li> <li>• Work closely with researchers to write applications for a reviewer base with a wide range of expertise.</li> <li>• Support major research grant initiatives working groups, committees, panel meetings and funding nucleation workshops – for new schemes and the generation of new ideas.</li> </ul>
Conceptualise and implement effective coordination of application and acceptance processes.	<ul style="list-style-type: none"> <li>• Use sound judgement to resolve a wide range of research bid-development challenges.</li> <li>• Interpret and apply complex University and funding agency policies, procedures and award conditions, in order to advise researchers of the consequences of various courses of action and to optimise potential success.</li> </ul>
Grant development Services and Business Improvement	<ul style="list-style-type: none"> <li>• Provide grant development services including: <ul style="list-style-type: none"> <li>○ strategic opportunity assessment</li> <li>○ coordination of large multi-disciplinary, collaborative bids</li> <li>○ grant writing support</li> <li>○ project management support</li> <li>○ review, provide feedback and coordinate external peer reviews and mock interview panels</li> </ul> </li> </ul>
Provide expert advice and support.	<ul style="list-style-type: none"> <li>• Develop a strong knowledge of the research priorities of funding agencies of relevance to the University's areas of research focus.</li> <li>• Develop a comprehensive understanding and knowledge of staff research interests and capabilities to effectively target potential sources of research funding.</li> <li>• Work with research leaders, research groups and new appointees to identify new funding opportunities through partners and/or networks.</li> <li>• Develop strong working relationships with University partner organisations globally and with key government departments.</li> </ul>
Other reasonable duties commensurate with classification level.	

**PEOPLE MANAGEMENT RESPONSIBILITIES**

- NA

## CAPABILITIES AND BEHAVIOURS

Use the [Capability Dictionary](#) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

## UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

## STAFF VALUES AND BEHAVIOUR FRAMEWORK

Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](#) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff.

## SELECTION CRITERIA

Knowledge and Experience:

1. Substantial experience in research grant administration, including interpreting contracts and agreements and reviewing research related project budgets.
2. Demonstrated ability to provide high quality advice to staff on research grant administration issues, including pre and post award matters.
3. Demonstrated high-level conceptual, analytical and problem-solving skills.
4. A high level of self-motivation, initiative, creativity and sound judgement.
5. Demonstrated ability to assist in the writing, editing and development of research proposals, business plans and promotional materials.
6. Excellent organisational skills with the demonstrated ability to prioritise tasks, plan actions and work well to tight (externally imposed) deadlines.
7. Experience with executive support to committees & project teams
8. Understanding of research and research funding activities in the University sector (desirable).
9. Experience in reviewing and negotiating grant agreements and funding contracts (desirable).

Qualification/s:

- A postgraduate qualification and extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.