PURPOSE STATEMENT
The Research & Innovation Portfolio is responsible for the University’s delivery of high quality research outcomes and impact through end-user, industry and business engagement. The Research Initiatives and infrastructure (RII) unit The Project Officer provides high-level, comprehensive support to a diverse range of matters relating to strategic research initiatives and research infrastructure. This includes monitoring, governance and coordination of major research initiatives, data analysis, and preparation for reports and meetings.

KEY ACCOUNTABILITY AREAS
Position Dimension & Relationships:
The Project Officer reports to the Operations and Business Manager, Research Initiatives and Infrastructure (RII) and works closely with the Director RII. The Project Officer works with members of the Research and Innovation Portfolio as required, and liaises collaboratively with staff across campus and external stakeholders to implement strategic research initiatives. The Project Officer provides comprehensive support on a wide range of research matters.

Role Statement:
Under broad direction, the Project Officer will:
1. Coordinate strategic research initiatives and provide high-level advice and services relating to program management, operational planning, research governance, risk management, and ensuring compliance with University policies and procedures, current legislation and/or funding guidelines.
2. Coordinate and provide support for various research initiatives and programs, ensuring timely and high-quality delivery with strong attention to detail.
3. Support the compilation and distribution of reports, ensuring that data is analysed by undertaking thorough investigative actions, producing accurate information presented with insightful and contextual recommendations and/or solutions.
4. Assist with the management of schedules and deadlines, liaising with internal and external stakeholders.
5. Provide high quality committee and meeting coordination and support, including preparation of agendas, collation, review and circulation of documents, minute-taking and follow-up on action items to ensure resolution within agreed timeframes.
6. Contribute to new initiatives and provide input to develop and improve the University’s research practices and processes with a commitment to continuous improvement and best practice in research management and research service delivery.

7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

8. Perform other duties as requested, consistent with the classification level of the position and in accordance with the principle of multi-skilling.

### SELECTION CRITERIA

1. Relevant degree with demonstrated experience in research management support in a complex organisation or an equivalent combination of relevant experience and qualifications/ training. Demonstrated experience in project or program coordination will be highly regarded.

2. Sound knowledge of and demonstrated experience with contemporary research management practices with the ability to interpret and apply policies, procedures and legislative requirements to manage risk and compliance.

3. Demonstrated high level literacy, written and verbal communication skills with proven experience drafting complex reports.

4. Demonstrated liaison skills with the ability to consult effectively with stakeholders in a culturally diverse environment.

5. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make influential recommendations on solutions.

6. Proven organisational skills and the ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.

7. Highly developed computer skills, including advanced proficiency in MS Excel and Word, and experience with online data management systems.

8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

**ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.**

**The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure, which sets out the types of checks required by each type of position.**

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**References:**

[Professional Staff Classification Descriptors]