POSITION DESCRIPTION

Research Officer

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<th>Position Level</th>
<th>6</th>
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<tr>
<td>Faculty/Division</td>
<td>Medicine</td>
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<tr>
<td>Position Number</td>
<td>00117235</td>
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<td>Original document creation</td>
<td>September 2021</td>
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Position Summary

A Research Officer plays a key role in supporting research projects as part of the multidisciplinary Research Support team.

This role is a primary point of contact for researchers based across various Schools, Centres and Institutes, providing assistance in the effective management of pre- and post-award grant activities. In addition, this role contributes to complex projects supporting pre- and post-award research activities, such as funding support, researcher training and development, and activities to drive collaboration between researchers.

The position reports to the Research Officer Team Lead and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Act as a liaison point for researchers from assigned Schools and/or Centres, or for equivalent roles at affiliated Medical Research Institutes and hospitals. In partnership with relevant University stakeholders, assist researchers and Schools to efficiently setup and manage active research projects. Ensure that centralised University resources are activated to facilitate compliance with grant terms, mitigate risk, promptly resolve issues, and otherwise facilitate the smooth conduct of funded research.

- Contribute to the implementation of the Faculty strategy in relation to increasing the quantity and calibre of high-quality research undertaken. Develop and maintain a knowledge base that will support this goal.

- Under direction from individual Research Development Managers or the Research Support Manager, coordinate projects (e.g. workshops, internal funding schemes, peer review initiatives) in service of implementing either Theme or Faculty strategy.

- Generate School/Faculty information resources and disseminate to researchers to assist in achieving objectives, providing support particularly to new and early career researchers.
• Contribute to major research reporting requirements, including but not limited to the UNSW Annual Research Outputs Collection, Excellence in Research Australia and ARC Impact and Engagement initiatives.

• Collaborate with the Division of External Relations and other stakeholders to achieve Faculty objectives in the marketing and communication of School research activities, capabilities and events, both within the University and externally.

• Collaborate broadly with key stakeholders and teams across the Faculty and UNSW-wide. Act as a School conduit for relevant information and opportunities across the Faculty.

• Contribute to developing a supportive, collaborative culture among researchers.

• Develop and maintain effective policy and procedural documents related to research management, ensuring alignment and compliance with relevant rules, policies and procedures of the Faculty and University.

• Perform additional duties as required to ensure the service requirements of the Schools and Faculty are met; including providing back-up for periods of leave for other Research Officers on the team.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct

• Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

**Skills and Experience**

• Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

• Highly advanced interpersonal, written and oral communication skills.

• Demonstrated experience providing effective customer service and support to clients at all levels.

• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

• High proficiency of computer literacy, working with a range of computer systems and applications, including Microsoft Office 365 suite including Teams, OneDrive, Excel, Word, Powerpoint and Outlook and with using UNSW’s enterprise systems.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.