POSITION DESCRIPTION

Research Support Officer (Trailblazers)

Position Level 7
Faculty/Division Division of Research & Enterprise
Position Number ADMIN ONLY
Original document creation November 2022

Position Summary

Research Grants and Contracts (RGC) within the Division of Research and Enterprise contributes to UNSW’s research performance and profile via the effective management of the University’s research funding. RGC is the key link between UNSW researchers, executive and funding agencies such as the National Health and Medical Research Council (NHMRC), Australian Research Council (ARC), other government and non-government research funders, philanthropic competitive grant funders and industry partners. The RGC teams are a crucial component in the University’s ongoing strategy to increase knowledge exchange and towards meeting the S25 aims.

Each year RGC manages projects valued at more than $450M in research income which includes more than 2,000 applications and 6,000 ongoing projects on behalf of UNSW, supporting more than 2,000 UNSW academics.

UNSW is leading the Australian Trailblazer for Recycling and Clean Energy (ATRaCE) in collaboration with the University of Newcastle, and is an integral partner of the Defence Trailblazer led by the University of Adelaide. The flagship Commonwealth Government Trailblazer Universities Program (TUP) aims to transform research commercialisation and university-industry engagement by creating ecosystems of innovation centres that drive greater impact from Australia’s research, accelerate the translation of university research to industry, and strengthen Australia’s manufacturing capabilities in priority areas.

This position will provide research management and administration support for the two Trailblazers and cross team coverage as required.

This position reports to the Manager Major Initiatives in RGC and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Support the delivery of efficient research funding management services to UNSW researchers engaged in trailblazers by effectively supporting the ‘end to end’ workflows of the Commonwealth Trailblazer grant and relevant industry partner contracts.
• Work with the Major Initiatives Manager to support the delivery of efficient research funding management services to UNSW researchers engaged in funded Trailblazer activities.

• Generate reporting for the Business Manager of the Defence Trailblazer and the Executive Director of ATRaCE Trailblazer aimed at building a cohesive group with a clear understanding of governance requirements throughout the life of the programs.

• Analyse and interpret complex rules and regulations and provide authoritative advice to UNSW researchers and their support teams.

• Liaise closely with UNSW Knowledge Exchange team regarding industry partner agreements to ensure administrative requirements are managed.

• Collaboratively engage with other TUP funded staff to process Trailblazer outcomes.

• Deliver efficient research funding management services to UNSW researchers by effectively managing the post-award workflows and resolving issues in a timely manner.

• Initiate and manage project set up, deliverables/research reporting, variations to the sponsors and project close-out.

• Identify risk issues and where possible, make recommendations to the Deputy Director for resolution.

• Develop and implement quality assurance process of the work related to the Trailblazers.

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

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

**Skills and Experience**

• Relevant qualifications and/or work experience in administration/program/project management related to research funding.

• Demonstrated experience in managing relationships with researchers and/or external partners, government agencies, industry clients and multilateral agencies.

• Demonstrated skills in interpreting and applying policy, rules and regulations with exceptional attention to detail.

• Proven experience in complex funding management, as well as managing and resolving complex research funding issues.

• Demonstrated highly developed project management capabilities with evidence of high level analytical, prioritisation and time management skills.

• Outstanding written and verbal communication, negotiation and consultation skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.

• 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.
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.