POSITION DESCRIPTION

Research Development and Support Officer

Position Summary

The Research Development and Support Officer works collaboratively with researchers and a broad range of other external and internal Engineering and University-wide stakeholders, in order to achieve objectives. The aim of the role is to provide operational and strategic support at the School and Faculty-wide level, to enable, facilitate and enhance the research performance of the Faculty. The Research Development and Support Officer is assigned particular Schools in the Faculty, to lead school-based activities and act as the primary team contact point.

The role of Research Development and Support Officer reports to the Deputy Dean (Research) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Contribute to the Faculty strategy in relation to increasing the quantity and calibre of high-quality research being undertaken;
- Support the development and implementation of the School research strategy, including providing specialist knowledge, analysis, administrative support and facilitation to relevant stakeholders, committees and working groups;
- Develop and implement an annual operational plan of activities and projects to achieve research management objectives, providing analysis and reporting on progress, while identifying issues early and implementing resolutions promptly;
- Develop and maintain an expert knowledge of the relevant research funding landscape, while actively promoting opportunities to researchers and providing individualised advice and a range of support to researchers to facilitate an increase to the volume of high-quality funding applications;
- Analyse and report on the Faculty's research performance, external funding success and other relevant metrics and make recommendations to the Deputy Dean (Research) regarding initiatives which would help to improve research performance;

- Assist in preparing business cases, policy documents and position papers for the Faculty relating to research;

- In consultation with the Deputy Dean (Research) and the Faculty Executive Director, develop and ensure the effective management of the Faculty research budget;

- Manage and maintain Faculty research performance data and relevant research databases ensuring quality and compliance;

- In partnership with the Division of Research and the Research Finance Office, perform a range of duties to assist researchers with nominated aspects of funding application development, including (but not limited to); running events, providing advisory, administrative and project management support, coaching researchers, and coordinating the grant approval and submission processes;

- In partnership with relevant university stakeholders, assist researchers and Schools to effectively manage active research projects, contributing to process improvements, facilitating optimal project delivery, ensuring compliance, mitigating risk, maintaining records and promptly resolving issues, and ensuring that centralised university resources are activated for the benefit of the Faculty;

- Generate School/Faculty information resources and disseminate to researchers to assist in achieving objectives, providing support particularly to new and early career researchers;

- Analyse and report on research income and outputs data and contribute to identified major research reporting requirements, including managing the Faculty's Annual Research Outputs Collection (AROC);

- Collaborate with the Division of External Relations and other stakeholders to achieve Faculty objectives in the marketing and communication of research activities, capabilities, and events, both within the university and externally;

- Collaborate broadly with key stakeholders and teams across the Faculty and UNSW-wide to achieve UNSW Engineering’s research objectives, acting as a conduit for relevant information and opportunities coming in to the Faculty, promoting the Faculty's research capabilities and needs, contributing to similar objectives in other areas of the university and influencing continuous improvement and best practice in research management;

- Contribute to developing a supportive, collaborative culture among researchers, and in particular, facilitating support for new and early career researchers;

- Contribute to the development and implementation of effective Faculty policy, guidelines, process and procedural documents related to research management, that aligns the Faculty with the external policy environment to support the research activities of the Faculty;

- Perform a range of duties to ensure the service requirements of the Schools and Faculty are met, including providing back-up for periods of leave for other members of the Research Management Team and contributing to Faculty strategic initiatives as directed by the Faculty Research Manager;

- 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

- A degree in a relevant field and experience in research management or another related field (preferably in higher education), or equivalent skills and knowledge gained through education/experience;
- Demonstrated understanding of the research funding environment and processes, and a commitment to working closely with researchers to achieve objectives;
- Proven ability to develop and implement operational plans with little supervision, including project management experience and the ability to achieve objectives, meet competing deadlines, and report on outcomes;
- Excellent interpersonal and communication skills and a proven record of effective engagement and collaboration with a wide range of internal and external stakeholders at all levels;
- Demonstrated strong numeracy and analytical skills, attention to detail, and the ability to provide reporting, analysis and advice on research income and outputs data, while contributing to resolving finance issues;
- Demonstrated strong computing capabilities, including high competency level with Microsoft Office applications and preferred high competency level with Microsoft Excel and other data analysis/visualisation/management applications;
- Demonstrated ability to apply, interpret and develop policies and procedures in line with best practice;
- 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.

About this document

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.