Position Summary

The School of Business is one of six schools at the University of New South Wales Canberra. It offers a dynamic and collaborative work environment focusing on delivering high quality teaching in both undergraduate and post graduate programs in the core discipline areas of accounting, business law, finance, international business, logistics, management and marketing.

This position plays a key role in the establishment, maintenance, promotion and improvement of research activities and in providing assistance and support of the strategic direction of the research groups, within the School of Business.

The Research Coordinator is responsible for supporting research administration and research groups within the School of Business including, but not limited to: the Public Service Research Group (PSRG) and the Supply Chain Sustainment Research Group (SCSRG).

The role of Research Coordinator reports to the School Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

At level 6

- In consultation with the research leaders within the school, plan, implement and undertake administrative functions in areas that may include personnel, finance and research administration.

- Develop, document, review and promote compliance with policies and procedures.

- Develop and maintain strong and collaborative client relationships.

- Provide influential input into policy and systems development and review within the research groups.

- Coordinate and assist in the management of operational aspects of the key research groups.
• Monitor, analyse and report on research budgets in relation to research activities and other projects.
• Organise and coordinate events, workshops and overseas delegations’ visits.
• Act as the senior contact for key internal and external stakeholders, maintaining effective channels of communication, analysing requests and correspondence to triage priorities as well as urgent and often sensitive matters.
• Develop and maintain the school’s research digital presence (e.g., newsletters and webpage) and provide regular updates to stakeholders advertising the research group’s activities and opportunities.
• Support the submission of tender documents for research and/or Knowledge Exchange.
• 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 ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

At Level 7

In addition to level 6 above

• Provide advice and support in applying for government research and research consultancy tenders.
• Provide high level advice and analysis to the research leaders within the school on budgeting for their research projects, tender submission, financial management and policy compliance.
• Actively develop and maintain strong and collaborative relationships with internal and external stakeholders to support increased business for the school’s research groups.
• Provide continuous quality review, and in consultation with the research leaders within the school instigate improvements of procedures and processes for supporting its range of research activities.
• Develop, implement and maintain systems and procedures, including document and records management, to ensure a consistent approach for general administration and support and compliance with relevant policies and procedures.

Skills and Experience

• A degree in a related field and relevant administrative management experience, or an equivalent level of training and extensive experience in a similar role.
• Proven ability to apply knowledge and experience to analyse and resolve complex and sensitive issues efficiently and effectively.
• Demonstrated ability to manage moderately complex tasks or projects using initiative with a high level of accuracy and attention to detail.
• Demonstrated ability to apply, interpret, advise on and contribute to the development of policies, systems, manuals, rules, procedures and guidelines.
• Excellent communication ability, the ability to negotiate and communicate with influence.
• Highly developed organisational skills, including ability to effectively manage multiple competing priorities to ensure deadlines are met.
- High level data gathering, analysis and reporting skills.
- Demonstrated ability to learn, implement, manage and maintain databases and web sites by applying a range of learned computing skills.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

**Level 7**

In addition to level 6 above:

- An undergraduate degree or higher and demonstrated administrative coordination experience, including successfully managing multiple competing priorities to ensure deadlines are met.
- Demonstrated high-level project coordination experience with extensive experience managing multiple competing priorities.
- Demonstrated capacity to provide high level strategic advice on UNSW systems, research, financials and administration matters.
- Demonstrated high level written and verbal communication ability, a proven ability to negotiate and communicate with influence and experience representing an organisation at stakeholder engagements.
- Highly developed analytical and problem-solving skills, with a demonstrated ability to collect and analyse data, identify problems, make recommendations for solutions and provide strategically appropriate advice.
- Demonstrated capacity to work unsupervised, show an ability to self-manage tasks and consistently achieve planned outputs.
- Proven organisational awareness and the ability to develop productive relationships and networks.

**Progression criteria**

Progression to a higher level within a broadbanded position is not automatic and requires support of the supervisor and approval by Senior Management.

The following is required before progression can be approved:

- The incumbent will be expected to have reached the top step of Level 6 prior to progression to Level 7; and
- The incumbent will be expected to have been at the top step of Level 6 for 12 months prior to progression to Level 7.
- Criteria for progression to Level 7 will be based on satisfactory performance of all responsibilities and behaviours at Level 6, and a demonstrated capacity and ability to take on the responsibilities and the behaviours of the position at Level 7; and
- Work at Level 7 is available and required by the work unit on an ongoing basis.

**Pre-employment checks required for this position.**

- Verification of qualifications
- Criminal History Check
• Identification Check
• Australian Work Rights Check

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.