

Position Description

Coordinator, Research Support



Details

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| Area | DVCA Portfolio |
| Team | Faculty Services |
| Employment | Continuing |
| Location | Flexible |
| Classification | HEW 7 |
| Manager Title | Strategic Adviser, Research and Innovation (faculty specific) |

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plans](#)

[Benefits of working at Deakin](#)

Position Description

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Overview

The Coordinator, Research Support coordinates the delivery of the administration of research management within the Faculty. This position provides advice to the Associate Dean Research, Associate Heads of School Research, Faculty HDR coordinator and School HDR co-ordinators to support the Faculty's research program and to achieve operational targets. The Coordinator, Research Support will play an important role in ensuring that administrative resources and processes deliver timely and accurate information, to facilitate the growth of the Faculty's research program.

Reporting to the Strategic Adviser, Research and Innovation, the Coordinator, Research Support will

- Provide secretarial support for the Faculty Research Committee and the Faculty's Research and Research Training Committee.
- Work on internal communications in collaboration with key stakeholders.
- Develop the Faculty Research newsletter, SharePoint site and other communications as required.
- Be a key contact point for researchers and key staff in the Faculty to provide clarity on the key contacts for research related matters, whether in the Faculty or in Deakin Research and Innovation.
- Manage the internal funding schemes within the Faculty including monitoring the effectiveness of programs put in place.
- Support the reporting of publications, including NTRO's in collaboration with the Library and other key stakeholders.
- Draw on a diverse range of people, groups and resources to identify new or improved opportunities, processes and ways of doing things to enhance organisational strategy and operations.
- Distil the core issues from complex information, draws accurate conclusions and condense complex information and next steps into simple concise terms that others can understand.
- Seek to continuously improve and apply critical learnings from projects and initiatives across the University.
- Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support.
- Develop and implement practical, accessible solutions based on stakeholder needs.

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Accountabilities

- Plan and oversee projects/activities to deliver sustainable outcomes and value within constraints of time, cost and quality. Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration, mutually beneficial ethical alliances and develop common goals.
- Bring a strong customer mindset. Strive for excellence and consult regularly with staff/students/stakeholders to clarify who requires the information, the purpose for which it is required, and the criteria for success.
- Respond to feedback from stakeholders regarding their satisfaction and perspective with services received with openness and transparency.
- Provide ethical advice to staff/students/stakeholders that address underlying issues, promoting value-adding insights and recommendations. Develop and implement practical, accessible solutions based on stakeholder needs and a customer first mindset.
- Challenge existing processes by formulating creative and inclusive alternative solutions and benefits. Promote solutions to modernise work practices and ensure alignment with Deakin's strategic direction.
- Plan and prioritise work and critical activities appropriately and recognise barriers to achieving outcomes, finds effective ways to deal with them and evaluate progress. Seek to continuously improve and apply critical learnings from projects and initiatives across the University.
- Build new and productive relationships with a diverse range of potential students, stakeholders or key and influential individuals.
- Establish and demonstrate a high level of learning, energy, and commitment. Maintain personal integrity and make decisions consistent with university values.

Selection

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields
- A degree with at least 4 years subsequent relevant experience; or
- Extensive experience and management expertise in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training.

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Capabilities

- **Improves Work:** Proactively improves the efficiency and quality of processes and systems.
- **Navigates complexity:** Makes sense of complex issues and responds insightfully.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Innovates** creates an environment where creativity and innovation are valued.

Special Requirements

- Working with Children Check (refer to Recruitment Procedure)

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.