



Research Coordinator

Department/Unit	Australia Indonesia Centre
Faculty/Division	DVC (Global Engagement)
Classification	HEW Level 7
Work location	Caulfield campus
Date document created or updated	January 2017

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The Australia-Indonesia Centre (AIC) has been established by the Australian Government as a centre of excellence. It is a multidisciplinary centre led by Monash University with a prestigious grouping of Australian higher-education and research nodes, the University of Melbourne, the Australian National University and the University of Sydney. A network of participating universities has also been established in Indonesia. The centre's core objectives are to:

- promote greater community understanding of contemporary Indonesia and its growing importance to Australia
- strengthen and deepen Australia-Indonesia linkages in government, business, education, science, research and wider communities
- identify shared national challenges in areas such as health, food, energy and infrastructure and, via collaborate research, pursue solutions

To deliver these goals, the centre brings together influential leaders in government, industry and academia to develop a range of projects and programs.

More information about the centre is available at <http://australiaindonesiacentre.org/>

Position purpose

The Research Coordinator plays a key role in supporting the overall research program outcomes of the Australia Indonesia Centre through the provision of expert comprehensive research administration and oversight in relation to the management of the research-related activities for the centre.

Reporting line: The position reports to the Chief Operating Officer, AIC under broad supervision

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. In consultation with the COO and Director, AIC and other key stakeholders, coordinate the preparation of high-level documentation required for research accountability to AIC governance groups, the Australian Government Department of Education and Training and Department of Foreign Affairs and Trade and other bodies as required. This includes preparation of finance tracking and status reports (in consultation with FIRM, Research & Revenue and the Monash Research Office (MRO)), management of research reporting and analysis relevant for monitoring and evaluation purposes and the production of formal research reports
2. Conduct analysis and provide insights, where appropriate, to inform and support the AIC Clusters and coordinate and consult regularly with Cluster Coordinators and Cluster Lead Researchers to maximise the delivery of research
3. In consultation with the COO, Director, AIC and other key stakeholders, manage intelligence, reviews and documentation in relation to the knowledge base on Australia and Indonesia relevant to the AIC research agenda and work with research teams and AIC clusters to manage research outputs according to AIC's publications policy
4. In liaison with the Engagement Director and Communications and Media Officer, coordinate the AIC's research profile and stakeholder engagement through meetings, workshops and events related to the research activity and new research concepts of the AIC. Manage key researcher, organisations and other groups' relationships relevant to the AIC research requirements
5. In collaboration with the Media and Communications Officer, manage the promotion of research progress and key outcomes to internal and external stakeholders
6. Support program strategy and delivery for cross-cluster programs such as initiatives related to higher degree research students and research management groups
7. Work closely with the COO, and Engagement Director to coordinate Australia-Indonesia research linkages and resolve issues as they arise
8. Build and sustain relationships with an extensive network of internal and external stakeholders
9. Support the AIC Operations Committee by providing reports of relevance about AIC research activity

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a degree in a relevant field with substantial subsequent relevant experience, or
 - extensive relevant experience in the areas of social research, data analysis or similar, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Proven ability to analyse and interpret statistical data to inform the design, progress and outcomes of projects
3. Proven ability to interpret legislative and organisational policies and procedures, and investigate research opportunities
4. Superior written and verbal communication skills, including the demonstrated ability to write well-researched and concise reports and briefings and to deliver oral communications to differing audiences
5. Demonstrated ability to work productively in a small team with limited supervision, including the ability to determine priorities and manage conflicting demands in order to meet deadlines
6. Knowledge of research cultural environments, as well as research regulatory requirements, in Australia and Indonesia

Other job related information

- Travel (e.g. to other campuses of the University) and overseas may be required

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.