Research Development and Graduate Research Senior Coordinator

Department/Unit	Academic and Student Services
Faculty/Division	Faculty of Information Technology
Classification (salary rates)	HEW level 7
Employment type	Full time continuing
Work location	Caulfield
Date document created or updated	February 2018

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 Faculty of Information Technology aims to lead global IT research and education. Our strong reputation and international profile attracts the best students worldwide and we offer a range of accredited courses that transform our graduates into highly skilled and sought after IT professionals, equipped to work globally. Our research is multidisciplinary, multi‑campus and multinational, giving us a unique capacity to reach out further and deeper than any other institution in Australia. Our research priorities are both technically ambitious and embedded in everyday life. To learn more about the Faculty and the exciting work we do, please visit our website: www.infotech.monash.edu.au/

Position purpose

The Research Development and Graduate Research Senior Coordinator performs a range of significant research-related activities that play a key role in supporting the delivery of Information Technology research program outcomes.

This position coordinates Higher Degree Research (HDR) program administration including services to HDR supervisors and Graduate Research students in relation to University and Faculty policies and procedures including, the recruitment of students and administration of candidature variation, and the provision of a range of reports on student progress.

The position also provides support in the identification of funding opportunities, and the preparation and submission of research and other funding proposals. The incumbent helps to ensure that staff comply with research-related policies relevant procedures are in place and are communicated across the Faculty.

Reporting Line: The position reports to the Research Services Manager under broad supervision.

Supervisory responsibilities: This position supervises two staff.

Financial delegation and/or budget responsibilities: Not applicable.

Key responsibilities

1. Draw on substantial experience, knowledge and expertise in research proposal development and other aspects of research management to provide specialist research support including identification of appropriate funding opportunities and development of national competitive grant applications and large scale funding bids

2. Provide high-level administrative support for research projects and programs, including maintaining/using information systems, databases, websites and record-keeping systems. Undertake the input and analysis of data to develop and prepare a range of reports on graduate research training

3. Plan, develop and deliver high quality, effective and client-focused student administration processes and services, in accordance with best practice and University policies, procedures and strategic priorities

4. Provide expert and authoritative advice and contribute to planning and operational committees to share knowledge and expertise in the area of research and research training

5. Co-ordinate a work environment of continuous review and improvement by overseeing and reporting on process and service efficiency and implementing performance improvement measures

6. Contribute knowledge and expertise towards a range of processes, such as policy development, governance, management decision making, change management, compliance, quality and performance reporting

7. Build and sustain relationships with an extensive network of colleagues, clients and or suppliers to ensure efficiency of functional operation or service delivery

8. Undertake other duties within the Research team as required

Key selection criteria

Education/Qualifications

1. The appointee will have:

   - a degree/tertiary qualification in a relevant field with extensive relevant experience, or
   - extensive experience and management expertise in administrative fields; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience in coordinating a successful function, administrative process or service, with a focus on delivering excellence in customer service

3. Demonstrated analytical, research and problem solving skills and the ability to identify and recommend solutions to challenging issues

4. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain cooperation from, internal and external stakeholders

5. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines

6. Highly developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences and provide expert advice in areas of specialised or functional knowledge

7. Demonstrated leadership skills, including the ability to lead, motivate and develop staff and plan and allocate work to meet objectives.

8. Advanced computer literacy, particularly with current business management software packages and their various applications

9. A demonstrated understanding of confidentiality, privacy and information handling principles.

Other job-related information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted.

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.