



Position Description

College/Division:	ANU College of Health and Medicine and ANU College of Science
Faculty/School/Centre:	Joint Colleges of Science Administration
Department/Unit:	Research Management
Position Title:	Research Services Officer
Classification:	ANU Officer Grade 5 (Administration)
Responsible to:	Assistant Manager, Research Management

PURPOSE STATEMENT

The Research Services Officer provides high quality advice, services and support to stakeholders on a wide range of research management related matters, contributing to the efficient and effective operations of the Research Services team to support and promote research activities and strategies.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Research Management team within Joint Colleges of Science Administration aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education and contribution to public policy development. Working to support the objectives of the Joint Colleges of Science, members of the office integrate values of leadership, collaboration, resilience, approachability, flexibility in problem solving, respect and inclusiveness, adaptability and reliability into their actions and management of their relationships with staff and students within the Colleges, across ANU, and to the community both nationally and internationally.

Role Statement:

Under the general direction of the Assistant Manager, the Research Services Officer will:

1. Provide high quality administrative support to the area's research management portfolio, including supporting the Research Services team and reviewing documentation for compliance against all relevant policies, procedures, guidelines and external organisations.
2. Provide accurate and timely advice to applicants and respond to general enquiries on research issues.
3. Provide high quality support for operational aspects such as:
 - Support the team in the preparation of research proposals including sourcing funding opportunities and their distribution; assisting with: scheme coordination, expression of interest administration and budget development; conducting compliance checks on eligibility and technical matters; coordinating peer review processes and providing application feedback.
 - Provide administration support throughout the project lifecycle from concept to closure, including compliance, advertisement, application process and managing research outcomes and outputs.
 - Assist with the acceptance of funding proposals including liaising with stakeholders and drafting acceptance documentation for internal funding.
 - Collect, develop, process and maintain research management information on the University's research management system, including research data and procedural documentation.
 - Collect, monitor and lodge milestone reports.
 - Maintain and update communication tools, including the unit's website content and research management processes and guidelines.
4. Review documentation for accuracy in language and grammar, completeness and compliance with relevant policies, ensuring sufficient funding availability.
5. Ensure timely preparation, analysis and distribution of periodic and ad hoc reports on research management related activities, investigating issues and presenting possible solutions.
6. Assist the supervisor with the implementation of University-wide research management initiatives, providing timely and high quality support.

7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
8. Other duties consistent with the position classification.

SELECTION CRITERIA

1. Relevant degree or an equivalent combination of relevant experience and training in a role providing administrative support in a complex organisation, with a keen interest in research management.
2. Demonstrated high level customer service and interpersonal skills with an approachable nature and an ability to develop strong working relationships with a wide range of stakeholders in a culturally diverse environment.
3. Demonstrated ability to interpret and provide advice on policies and procedures, with an ability to communicate clearly and effectively with a diverse range of people, both verbally and in writing.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and collaboratively within a team, meeting competing deadlines and delivering on promised outcomes.
5. Demonstrated ability to use initiative, identify issues and assist with problem resolution, whilst remaining adaptable and solutions focused.
6. High level computer skills with demonstrated experience using online information systems and the MsOffice suite, particularly Excel. An ability to generate complex reports and maintain, edit and proofread information is required.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

References: [Professional Staff Classification Descriptors](#)