

Position Description

College/Division:	ANU College of Engineering and Computer Science
Faculty/School/Centre:	CECS Administration
Department/Unit:	Research and Innovation
Position Title:	Senior Research Development Coordinator
Classification:	ANU Officer 6/7 (Administration)
Position No:	13524
Responsible to:	Manager, Research and Innovation

PURPOSE STATEMENT:

The Senior Research Development Coordinator provides high level, comprehensive support in a diverse range of research management operations, including the monitoring of external research projects and compliance activities within the College. The Senior Research Development Coordinator liaises with academic staff engaged in research grants and consultancies and provide robust advice on a wide range of research management policies, procedures, guidelines and initiatives, enabling the achievement of strategic goals of the College and University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Research Development Coordinator works closely with the other members of the Research and Innovation Office team and collaboratively with staff within the College and across campus in the implementation of research management initiatives, providing supervision, mentoring and support to junior staff when required.

The Senior Research Development Coordinator plays a key role in engaging with academic staff in research grant, contract and consultancy applications, providing comprehensive support to academic staff on a wide range of research matters pre- and post-award to maximise the College's external funding opportunities. The Senior Research Development Coordinator is responsible for the provision of timely advice on complex aspects associated with research management, including grant rules, contracts legislations and government guidelines, ensuring the accuracy and integrity of research-related data and adherence to strict deadlines.

Role Statement:

Under the broad direction, the Senior Research Development Coordinator will:

1. Coordinate operational activities and provide high level and complex advice and services on a wide range of research matters, including operational planning, research governance, risk management, pre and post award management and research ethics, ensuring compliance with University policies and procedures, current legislation and/ or funding guidelines.
2. Establish and maintain effective liaison with academic staff, delivering high quality client services and fostering collaboration on all research management issues.
3. Assist with the management of mandated schedules and deadlines, liaising with internal and external stakeholders. Support the compilation and distribution of reports, ensuring that data is analysed by undertaking thorough investigative actions, producing accurate information presented with insightful and contextual recommendations and/or solutions.
4. Coordinate research management data collection and submission, as per Government and University requirements through the utilisation of the University's Research Management Systems ARIES or other systems as required. This includes processing research management data, monitoring its integrity and accuracy and resolving data integrity issues.

5. Establish and maintain effective relationships with individual applicants, relevant sections of the Colleges, the University and external organisations including Commonwealth and State funding agencies and private non-profit organisations.
6. Contribute to new initiatives and provide input to develop and improve the University's research practices and processes, with a commitment to continuous improvement and best practice in research management and research service delivery. This includes the provision of training to relevant stakeholders.
7. Provide assistance in the coordination of various projects, ensuring timely and high-quality delivery, and in the mentoring and development of team members.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification level of the position and in accordance with the principle of multi-skilling.

SELECTION CRITERIA:

1. Relevant degree with demonstrated experience in research management support in a complex organisation or an equivalent combination of relevant experience and qualifications/ training. Demonstrated experience in effective contract administration and project coordination will be highly regarded.
2. Sound knowledge of and demonstrated experience with contemporary research management practices with the ability to interpret and apply policies, procedures and legislative requirements to manage risk and compliance.
3. Demonstrated high level literacy, written and verbal communication skills with proven experience drafting complex contracts and/or reports.
4. Proven liaison skills with the ability to consult effectively with stakeholders in a culturally diverse environment and to make influential recommendations on solutions
5. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to interpret and implement policies, procedures and business processes, particularly in regard to research issues and external funding conditions.
6. Proven organisational skills and the ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management systems. Advanced skills in Excel will be highly regarded.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

Supervisor/Delegate Signature:		Date:	
Printed Name:	Ewa Ziolkowska	Uni ID:	U4347213

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Engineering and Computer Science	Dept/School/Section	Research and Innovation, CECS Administration
Position Title	Senior Research Development Coordinator	Classification	ANU Officer 6/7 (Administration)
Position No.	13524	Reference No.	N/A

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Ewa Z	Date:	
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