THE UNIVERSITY OF
MELBOURNE

Research Services Unit
Melbourne School of Engineering

Senior Research Services Officer

INDIGENOUS AUSTRALIANS ARE ENCOURAGED TO APPLY

POSITION NO	0034453
CLASSIFICATION	PCS 7
SALARY	$85,189 - $92,216 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time continuing position
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Joanne Kuluveovski Tel +61 3 8344 5171 Email jkulu@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Senior Research Services Officer is accountable for high quality grant services designed to enhance competitiveness of proposals and further increase the level and diversity of external research funding.

Reporting to the Research Manager, the Senior Research Services Officer will exercise a high degree of independence, mature judgement and sound advice, liaising directly with academics, professional staff, senior management and external parties as required. The incumbent will be expected to lead the development of strategies to enhance number and quality of grant applications and manage application rounds of increasingly diverse complexity (ARC, NHMRC, international grants etc).

The incumbent will provide high quality advice relating to strategic competitiveness to selection criteria of proposals, provide content editing service, arrange academic mentoring schemes, develop content and delivery of seminars/workshops for staff, target funding opportunities proactively to academics, as well as advise on budgets, pre and post award matters. The position will also make a major contribution to the review and continuous improvement of policies and procedures in consultation with Manager, Research & Industry. The incumbent will plan and coordinate post award administration across central areas such as Research Innovation Commercialisation (RIC, Finance and Planning, and Human Resources, to make this as efficient and seamless as possible. The incumbent will need to work flexibly in a dynamic environment as MSE scales for growth and investment over the next 10 years.

The Melbourne School of Engineering is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

The Melbourne School of Engineering strongly encourages applications from Indigenous Australians in response to its Indigenous Employment Plan 2016-18.

1. Selection Criteria

1.1 ESSENTIAL

- A relevant degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training;

- Knowledge of the higher education sector, key research funding bodies,, legislative policy, and funding factors affecting research

- Demonstrated high-level conceptual, analytical, clear thinking and problem-solving skills;

- Excellent organisational skills with the demonstrated ability to prioritise tasks, plan actions and work well to tight (mostly externally imposed) deadlines, working effectively both independently and as a part of a team;

- Demonstrated high level interpersonal, written and oral communication skills (including the ability to edit content, critically evaluate proposals, deliver presentations, prepare reports/ briefing papers for management, deliver constructive feedback) etc;

- Demonstrated high level of self-motivation, initiative, creativity and sound judgement;

- Demonstrated ability to provide high quality advice to staff and research students on research grant management issues, grant/contract agreements, ethics, funding database searches, budget and other pre- and post- award matters;

- Demonstrated ability in the effective use of computer applications (MS Word, MS Excel, PowerPoint, internet browsers, and information systems).

1.2 DESIRABLE

- Experience with Themis Research or similar research management information systems and the ARC research management system would be highly regarded.

2. Special Requirements

- Operational requirements may influence when annual leave can be taken as well as necessitate some working outside of normal business hours (e.g. during peak periods associated with grant rounds).

- Providing mentoring, training and advice to Research Accountants on pre-award and post-award processes for the submission and management of grants.

3. Key Responsibilities

- Provision of expert support for MSE's participation and success in major external grant programs (ARC/NHMRC/international schemes) through effective and efficient planning, promotion and coordination including preparation of school policy/process/communications for scheme management; preparation and delivery of workshops/information seminars to improve quality of proposals; critical evaluation of proposals and rejoinders against selection criteria; expert advice on queries; optimisation of budget requests; compliance with RIC and University research policies;

- Contribute to increased participation and success in research activity through research development and industry engagement associated with MSE's innovation platforms. These will be realised through development of strong personal networks with researchers and RIC staff to ensure that relevant members of staff become aware of upcoming opportunities (funding data base) and receive expert advice on developing quality proposals, procedural matters, funding body requirements;

- Undertake and interpret analyses of MSE research performance results including benchmarking, capacity audit, statistics, profiling of successful Fellowships etc with the view to implement continuous improvement initiatives;

- Coordinate requests for co-investment and post-award follow up of major schemes/bids e.g. ARC LIEF, DECRA, ARC Future Fellowships, centre proposals liaising with multiple stakeholders, coaching staff on treatment of post-award matters eg academic staff, RIC, research accountants, HR, as appropriate;

- In conjunction with the Manager, review, develop and implement School policies, processes and procedures related to research management;

- Facilitate and develop strategic research partnerships and collaborations with industry and government relating to grant funding opportunities;

- Perform other tasks as requested by the supervisor including Executive Officer support for meetings;

▶ Understand and follow Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Job Complexity, Skills, Knowledge

6.1 LEVEL OF SUPERVISION / INDEPENDENCE

▶ The Senior Research Services Officer operates under the broad direction of the Manager, Research & Industry but enjoys delegated authority and has a high degree of autonomy and opportunity to exercise initiative and problem solve pro-actively as issues arise. The independence of the position requires excellent time management and organisational skills the ability to prioritise workloads and lead others to ensure deadlines are met and strong problem solving skills. Matters which may affect the standing of the University or its research objectives are referred to senior colleagues as appropriate.

▶ The position is required to coordinate a wide and complex range of functions in the areas of research management where there are many stakeholders. This requires a high level of judgement in carrying out tasks and interpreting and providing advice on funding rules interpretation, MSE and University policies and procedures and to solve day-to-day

problems independently. The position requires tact and diplomacy when dealing with internal and external clients, particularly in the delivery of constructive feedback, privacy concerns relating to IP/agreement conditions/RHD issues etc.

6.2 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

▸ The position requires the incumbent to acquire excellent knowledge of MSE and University policies and procedures relating to research management. The incumbent is also expected to develop a strong and nuanced understanding of how changes in the wider research environment (e.g. changes in government policy and priorities) will impact on University and MSE research programs.

▸ The incumbent must have sound knowledge of relevant rules, regulations, processes and techniques which affect the work of grants processes and how they interact (a) with other University systems and requirements and (b) with the conditions set down by outside funding agencies and navigate successful win-win outcomes for all parties.

▸ The incumbent is an important source of advice to researchers regarding the formulation of research proposals which conform to University requirements and address relevant academic and administrative criteria. A keen awareness of any changes to these requirements, and the implications of these changes, is required, as is the ability to interpret feedback on unsuccessful proposals. The position must use sound research, experience and personal networks to inform his/her judgement as to the most appropriate grants program to target and the likely chances of success, and provides information and advice to academic staff, general staff and research students. The quality of that advice will influence grant outcomes in key programs.

6.3 RESOURCE MANAGEMENT

▸ The Senior Research Services Officer is responsible for his/her own personal effectiveness and work constructively with other team members but is not required to manage other staff. As part of the team, the position will be responsible for assisting in the development of resources, planning workloads and coordinating scheme responsibilities, particularly during the major ARC application rounds.

6.4 BREADTH OF THE POSITION

▸ The Senior Research Services Officer interacts with MSE and University academic and professional staff at many different levels and within other university units. The position acts across a range of policy and administrative issues central to research management and development. The incumbent's interpretation of policy, dissemination of information, advice, organisational skills, system design and improvement role, has a broad impact on the MSE research effort.

7. Other Information

7.1 RESEARCH SERVICES UNIT

The position reports to the Research Services Unit within the Melbourne School of Engineering. The Melbourne School of Engineering comprises three schools including: Biomedical and Chemical Engineering; Electrical, Infrastructure and Mechanical Engineering; Computing & Information Systems.

7.2 MELBOURNE SCHOOL OF ENGINEERING

http://www.eng.unimelb.edu.au/

The Melbourne School of Engineering is one of Australia's leading Engineering Schools and aims to be the school of choice for the highest performing students and research staff in Australia and within the Time Higher Education Supplement top twenty Schools of Engineering internationally by 2020.

7.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The University offers staff many benefits and prospective staff are encouraged to view the following web links:

http://www.unimelb.edu.au/

http://growingesteem.unimelb.edu.au/

http://about.unimelb.edu.au/careers

7.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/unisec/governance.html.