

POSITION DESCRIPTION

Research
Chancellery

Research Project Officer

POSITION NUMBER	0043124
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 7 - \$87,171 - \$95,444 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (continuing) position
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	<p>Kate Taylor</p> <p>Tel +61 39035 5444</p> <p>Email kate.taylor@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
<http://about.unimelb.edu.au/careers>

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

CHANCELLERY (RESEARCH)

The Chancellery (Research) portfolio is led by the Deputy Vice-Chancellor (Research) and works across a number of areas including:

- Research and research training strategy.
- Research partnerships and collaborations, including industry, government, research organisations and institutes – both domestically and internationally.
- Research infrastructure, including cross-Faculty, whole-of-University and interdisciplinary research initiatives, including implementation of key R@M initiatives.
- Research performance and impact, including research metrics, research rankings and government-sponsored exercises like Excellence in Research for Australia (ERA).
- Research systems strategy (how our enterprise systems support the business of research)
- Research ethics and integrity, including consideration of research misconduct;
- Enterprise, industry engagement and innovation; and
- Research capability – including graduate research.

ABOUT THE ROLE

Position Purpose:

The Research Project Officer reports to the Director (Research strategy) and provides high quality project support for activities associated with the Research Portfolio and the implementation of the University's research strategies. This includes: coordination for the University's internal and whole-of-institution strategic research programs; support for the measurement and reporting of return-on-investment; the preparation of reports to key committees; the drafting of policies and other tasks as requested. This includes support for the Deputy Vice Chancellor (Research) and the Pro Vice Chancellors. The incumbent is required to collaborate effectively with University Services and Academic Divisions to ensure effective processes to support and implement various programs and activities.

Reporting line: Director (Research Strategy)

No. of direct reports: 0

No. of indirect reports: 0

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: Whole of University

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Work collaboratively with and engage Academic Divisions, University Services, and within Chancellery to ensure that research strategies, policies and targets are effectively delivered and continue to reflect the vision and aspirations of the institution as reflected in the Growing Esteem strategy.
- Under the guidance of the Director, Research Strategy, work collaboratively on University-wide research strategy in line with the University's research strategy (Research @ Melbourne) and enable optimisation of conditions to enhance the University's research impact.

- Undertake research and analysis to prepare reports, correspondence, briefing notes and presentations for the Deputy Vice Chancellor (Research), the Pro Vice Chancellors, Director, Research Strategy and other senior colleagues as requested.
- Provide high quality project support and project administration/coordination to the Deputy Vice Chancellor (Research) as required.
- Draft responses to consultation or issues papers (e.g. government consultation papers), for the Deputy Vice Chancellor (Research), coordinating the collection and collation of information from various stakeholders and effectively managing relationships with diverse stakeholders.
- Show initiative in maintaining up to date knowledge of University and relevant Government policies.
- Other tasks as directed.

Selection Criteria:

Education/Qualifications:

1. The appointee will have: a tertiary qualification in a relevant discipline and/or equivalent mix of education and relevant experience

Skills and Experience:

2. Experience working in (one or more of) research, research administration or management (commercially or for a Publicly Funded Research Agency), government, or higher education.
3. Excellent written and verbal communication and interpersonal skills with the demonstrated ability to liaise and work effectively with stakeholders in a large and complex organisation
4. Demonstrated ability to work independently and as part of a team
5. Demonstrated organisational and planning skills, including the ability to prioritise workload and plan and deliver multiple project activities concurrently
6. Ability to conceptualise complex project information, to work with and manage ambiguity and to identify and follow up issues while keeping relevant senior team members informed

Desirable:

7. A sound working knowledge of the Research at Melbourne Strategy.
8. Ability to update and manage web page content.
9. Understanding of the tertiary education sector
10. Understanding of research management in Australia including relevant legislation

Other job related information:

Occasional work out of ordinary hours and travel required