

Position Description

Research only – Research Project Coordinator

Position No:	50142881
Department:	The Murray-Darling Freshwater Research Centre
School:	Life Sciences
Campus/Location:	Albury-Wodonga
Classification:	LEVEL C – Senior Research Fellow
Employment Type:	Fixed Term, Full-time
Position Supervisor:	Professor in Freshwater Ecology and Director MDFRC
Number:	50039704
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

College of Science, Health and Engineering – <http://latrobe.edu.au/>

For enquiries only contact:

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Position Description

Level C –Research Project Coordinator

This position presents an exciting opportunity to work across two significant research projects; the Murray-Darling Basin Environmental Water Knowledge and Research Project (MDB EWKR) and the Long-Term Intervention Monitoring Project (LTIM), currently being undertaken to support environmental water delivery in the MDB. Both projects are being led by the Murray-Darling Freshwater Research Centre (MDFRC), and involve collaboration across multiple university and government partners across multiple states, and will consequently involve some interstate travel.

The successful applicant will play a key role in leading and managing the delivery of these two projects by assisting the Project Leader to coordinate the timely delivery of research activities and support ongoing engagement and communication with the project client and other industry stakeholders. The successful applicant will join a strong team of researchers and build strong links across the emerging environmental water sector, as well as contributing to research outcomes from across the two projects.

Position Context

The Murray Darling Freshwater Research Centre (MDFRC) is a partnership between La Trobe University and CSIRO operating across the Albury-Wodonga and Mildura campuses of La Trobe University. The Centre sits within the School of Life Sciences in the College of Science, Health and Engineering (SHE). SHE comprises 9 Schools, 16 Departments and 7 Research Centres across La Trobe's multi-campus operations.

Duties will include:

- Coordinate major research projects involving Centre staff and external subcontractors drawn from multiple universities, government agencies and stakeholders; resulting in timely delivery of project milestones to an international standard by managing budgets, risks and constraints.
- Facilitate the synthesis and communication of project outcomes to a wide range of collaborators and stakeholders in a range of formats, including conference and seminar papers, reports, social media and refereed publications.
- Coordinate research support and administrative staff involved in the research projects and, where appropriate, supervise and mentor the career development of less senior research-only colleagues.
- Foster and enhance the profile of the Centre through actively engaging and building partnerships with industry and government around major research issues.
- Support the development of proposals for new research grants and contracts.
- Be involved in professional activities including attendance at conferences and seminars in their field of expertise.
- Contribute to building a robust and ambitious research culture within La Trobe.
- Undertake other duties commensurate with the classification and scope of the position as required by the Centre Director or Head of School.

Key Selection Criteria

ESSENTIAL

- Completion of a PhD or equivalent accreditation and standing, together with subsequent research or high level project coordination experience.
- Through extensive prior relevant experience, have an in-depth knowledge of the water and environmental issues facing the MDB and be very familiar with the key stakeholders and staff at Commonwealth and State level and the main research providers. Demonstrated high level ability to manage large research projects, including fulfilment of milestones, time management, management of budgets, risk management, detailed planning and implementation methodologies and project reporting.
- Experience in the preparation of research proposal submissions to external funding bodies and evidence of success in securing funding.
- High level analytical capability with an ability to communicate complex information clearly both orally and in writing to a range of stakeholders.
- Demonstrated ability to build relationships and manage a range of industry partners locally and/or nationally.
- Demonstrated ability to work as a member of a team in a co-operative and collegial manner. Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams, and to foster outstanding performance by team members. High level Excel skills and proficiency in other software systems, including Word, Outlook, and Business Objects, or similar

DESIRABLE

- A record of high level scholarly research, as evidenced by the impact and significance of research outcomes.

Other relevant information

- The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.