



POSITION DESCRIPTION

Melbourne Graduate School of Education

Senior Research Support Officer

POSITION NO	0034135
CLASSIFICATION	PSC 7
SALARY	\$88,171 – \$95,444 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing position
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Matthew Smith Tel +61 3 9035 7997 Email: matt.smith@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

Based within the Melbourne Education Research Institute (MERI), at the Melbourne Graduate School of Education (MGSE) the Senior Research Support Officer is part of a team responsible for the provision of expert professional services that enable outstanding research outcomes for the Graduate School.

The Senior Research Support Officer has overall responsibility for delivering high quality research support services designed to streamline administration and further increase the level and diversity of external research funding, coordinating services with other areas of university administration, in particular, Research Innovation and Commercialisation (RIC).

This role also provides high level expert support and analysis for the Manager, Research & Industry in developing the research management systems and processes to support the research portfolio of the Graduate School. This includes initiating, developing, reviewing, and implementing research management procedures and policies to ensure compliance and effective research performance outcomes within the Graduate School, and working collaboratively with the Manager and Associate Dean Research and other senior academic staff to undertake specific projects relating to MGSE's research-focussed strategic priorities.

This role will exercise a high degree of independence, mature judgement and liaise directly with MGSE and other University of Melbourne staff and external parties. The incumbent will be required to develop, maintain and remediate where necessary, effective working relationships with University Services and Chancellery to ensure high quality and timely service delivery.

This role supervises the Grants and Publications Support Officer.

1. Key Responsibilities

OPERATIONAL ACTIVITY AND SERVICE QUALITY

- ▶ Coordinate high level grant development and coordination support and advice in for external research funding; supporting academic staff through the process of developing competitive research grant bids, in collaboration with academic colleagues and colleagues in MERI and University Services
- ▶ Manage and organise peer review and external consultant review of research funding submissions (in particular for Australian Research Council grants)
- ▶ With the Grants and Publications Support Officer, coordinate the suite of MERI grant seminars and studios offered; preparing, organising and presenting material as appropriate at studios, workshops and information seminars
- ▶ Coordinate and operationalise MGSE's involvement in the Excellence for Research (ERA) in Australia exercise
- ▶ Provide expert advice and interpret funding guidelines and review and check draft and final applications, with a particular focus on budget, budget justification, compliance and completeness and strategic input to responses to funding selection criteria
- ▶ Coordinate Graduate School involvement in strategic research opportunities, including at University level
- ▶ Collate, analyse and ensure the provision of timely and accurate data for reports on the Graduate School's research performance, particularly in relation to HERDC research income and grant activity

- ▶ Liaise with University Services to ensure activities are developed and managed under a framework that is appropriate and in line with University policy and Graduate School procedures
- ▶ Write recommendations and provide reports to the Research & Research Training Committee on research funding outcomes and trends, attending and presenting at Committee meetings as required
- ▶ Provide support to the Manager, Research & Industry as required.

LEADERSHIP AND COLLABORATION

- ▶ Lead the provision of optimal support for MGSE's participation and success in external grant programs through effective and efficient planning, coordination, promotion and hands on delivery of support for pre award administration of research grants, liaising with external funding bodies, University Services and academic staff; and coordinating services with other areas of university administration.
- ▶ Develop competitive research grant bids, in collaboration with academic colleagues
- ▶ Advise academic staff on effective approaches for the development of research funding proposals, including advice on rules, guidelines, and application criteria for identified grant opportunities
- ▶ Regular monitoring and provision of advice to staff on changes in policy, strategy, trends, and potential implications for emerging and developing grant applications
- ▶ Work collaboratively with colleagues from partner institutions on the development of jointly-submitted finding proposals, ensuring effective coordination of MGSE-led applications and the timely delivery of MGSE inputs to partner-led submissions
- ▶ Work with the MGSE Commercial and Contracts Support Officer to prepare and develop Category 2-4 Research proposals and commercial consultancies, and other related submissions, as required.

INNOVATION AND IMPROVEMENT

- ▶ Work with the Manager, Research & Industry, to review, develop and implement Graduate School policies, processes and procedures related to research management
- ▶ Work with the Manager, Research & Industry and the Associate Dean, Research to recommend or identify plans of action that will positively inform MGSE's research strategy; providing input into strategic thinking on research priorities, objectives and delivery, particularly in relation to improving MGSE's research performance.
- ▶ Liaising with focus groups, such as Early Career Academic staff, on strategies for the continuous improvement of research outcomes for these groups
- ▶ The development of initiatives to support higher quality grant applications, and in support of MGSE research strategies (i.e. interdisciplinary activities)
- ▶ Contribute to the promotion of MERI and the Graduate School's research capacity in a range of internal and external forums
- ▶ Contribute to MERI-hosted and sponsored events, including studios, seminars, lecture programs, research colloquia, workshops, conferences, industry-targeted training programs and promotion forums, and to work in consultation with the Graduate School's Marketing and Communications team
- ▶ Contribute to the Graduate Schools' research pages and intranet, coordinating grants and publications portfolio content, as appropriate

RESPONSIBILITY AND COMPLIANCE

- ▶ Ensure that MGSE research activity meets University compliance requirements and audit standards
- ▶ Assist with the research performance analysis, including benchmarking, the development of research focussed metrics, MGSE's participation in national measurement exercises, and to the period review of MGSE's Research Centres
- ▶ Contribute to the production of these reviews and reports as required
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

2. Special Requirements

- ▶ During peak periods, leave will not normally be approved and additional work outside of normal business hours may be required.

3. Selection Criteria

3.1 ESSENTIAL

- ▶ A relevant postgraduate degree with subsequent relevant experience, or an equivalent mix of education and relevant experience and/or education/training in the tertiary sector or in another complex organisation
- ▶ Significant experience in research management within the University sector or in other research organisations, with a strong understanding of the processes and annual cycles of competitive research, and university data collections
- ▶ Knowledge of the higher education sector, including research environments and legislative policy and funding factors affecting research in higher education, particularly with respect to HERDC Category 1-4 funding
- ▶ High levels of service orientation (internal and external clients), and demonstrated ability to manage a wide range of stakeholders and experience in working collaboratively across organisational boundaries
- ▶ Highly developed skills in written and verbal communication and proven ability to clearly communicate complex information and ideas in a succinct and concise way for a broad audience of stakeholders
- ▶ Excellent prioritising, time-management and multi-tasking skills, with the ability to work effectively across a variety of projects
- ▶ High-level conceptual, analytical and problem-solving skills
- ▶ Ability to work collaboratively and flexibly both as a member of a small professional team, and, independently, in an environment with changing demands

3.2 DESIRABLE

- ▶ Technical expertise in University research systems including THEMIS and MINERVA (Elements) or similar research management information systems.
- ▶ Staff supervisory experience

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

Broad direction is provided by the Manager, Research and Industry. The position enjoys a strong degree of independence and delegated responsibility. Initiative and commitment are required. Matters which may affect the standing of MGSE or its research objectives are referred to senior colleagues as appropriate. The position will represent matters across the Graduate School and broader University through membership of MGSE and University-based committees and working groups as required.

4.2 PROBLEM SOLVING AND JUDGEMENT

The position is required to resolve a wide range of problems in research management, requiring mature judgement and the ability to interpret and apply often complex University and granting body policies, procedures and award conditions, and assess the consequences for researchers of various courses of action.

The position requires a high skill level in interpreting and applying general principles and policies to individual cases, interpreting policy that has university-wide implications, and assessing policy ramifications of particular cases or procedures in a key result area for the University. Highly complex matters will be referred to senior colleagues. Junior staff may refer significantly complex matters to the Senior Research Support Officer for resolution.

Some problems will only be resolved through effective liaison with other stakeholders/units within University Services.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires the ability to interpret and apply often complex University and granting body policies, procedures and award conditions and assess the consequences of various courses of action.

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. 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.

The position must have sound knowledge of relevant rules, regulations, processes and techniques which affect the work of grants processes and how they interact with other University systems and requirements and with the conditions set down by outside funding agencies.

4.4 RESOURCE MANAGEMENT

The Senior Research Support Officer is responsible for the supervision and performance development of the PCS6 Grants and Publications Officer. There is no explicit budget management required in this position.

The role is expected to undertake efficient time management and effective usage of work resources and will effectively apply University policy to improve the support and development of

grant opportunities. The position will be responsible for assisting in the development of resource structures, planning workloads and coordinating scheme responsibilities.

Staff may also be expected to collaboratively participate in other MERI activities on specific activities.

4.5 BREADTH OF THE POSITION

The position requires excellent interpersonal skills to be able to motivate, manage and co-ordinate a diverse range of stakeholders and has responsibility for complex tasks and the development of initiatives to support MGSE's research priorities. The Senior Research Support Officer is expected to build strong professional networks with professional and academic staff throughout MGSE and with counterparts at University Services, including Research, Innovation and Commercialisation (RIC), and other faculties. Where the policy environment is unclear, or unusual, the Senior Research Support Officer is expected to develop informed and innovative solutions and to recommend policy change and improvement.

The role is also prominent in representing the Graduate School in a range of University research forums, and for representing MERI in Graduate School staff forums.

5. 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.

6. 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.

7. Other Information

7.1 ORGANISATION UNIT

Melbourne Graduate School of Education

7.2 BUDGET DIVISION

Our Vision:

A society in which education enables full and equitable participation.

Our Mission

Through effective collaborations, we will deliver:

- ▶ relevant, high quality, high impact research
- ▶ research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes
- ▶ outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject).

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching, and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: education.unimelb.edu.au

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

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

7.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement.

<http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

7.5 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/governance>