

Position description

Research Support Officer

Position number	50207528
Department/Unit	Australian Centre for Financial Studies (ACFS)
Faculty/Division	Faculty of Business and Economics
Classification (salary rates)	HEW 06
Employment type	Full-time
Work location	Collins Street, Melbourne
Date document created or updated	15/12/2015

Organisational context

Monash University is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The **Monash Business School** undertakes education, research, consultancy and community engagements across all the main business and economics disciplines. It offers a comprehensive selection of awards including bachelor degrees, specialist master degrees by coursework, the Master of Business Administration (MBA), masters by research, and the PhD. Student number exceed 14,000, making it one of the largest business education providers in Australia.

The Monash Business School operates across all four Australian campuses (Berwick, Caulfield, Clayton and Peninsula) and, together with business schools in South Africa and Malaysia, makes up Monash University's Faculty of Business and Economics.

The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) as well as a number of research centres, units and groups in specialist areas such as behavioural economics, development economics, employment and work, and retail studies.

To learn more about the Monash Business School, please visit our website: <http://business.monash.edu/>

The **Australian Centre for Financial Studies (ACFS)** specialises in leading edge research, aiming to boost the global credentials of Australia's financial sector, facilitate industry-relevant academic finance related research, and support Australia as an international centre for finance research, practice, and education. It is a consortium comprising Monash University, Royal Melbourne Institute of Technology, and the Financial Services Institute of Australia (Finsia). Under the Consortium Agreement 2012-2016, ACFS is administered by Monash University. The objectives of ACFS are to:

- develop strong linkages between industry, government and academia;
- provide public policy insights and thought leadership in the financial sector; and
- develop a sustainable business model to maintain ongoing viability and critical mass of resources to optimise the work of the Centre.

Position purpose

The Research Support Officer is responsible for performing a range of research related activities in support and delivery of outcomes including administrative, and other activities associated with the Australian Centre for Financial Studies (ACFS). The position also supports senior staff of the Centre, including the Executive Director and Research Directors, in developing and implementing the ACFS research program

- **Reporting line:** The position reports to the Executive Director, ACFS, under broad direction.
- **Supervisory responsibilities:** Nil.
- **Financial delegation and/or budget responsibilities:** Nil.

Key responsibilities

- Develop and provide continued support for research infrastructure within the Centre, including
 - Database development and structuring;
 - Modelling (primarily financial, some econometric); and
 - Developing / managing platforms that enable commercialisation of research.
- Provide research support to ACFS Directors as required, primarily through providing data and other related queries.
- Contribute to reports and papers arising from ACFS' activities as required.
- Identify opportunities for the Australian business and finance community to collaborate with ACFS Associates on ARC Linkage (and other) grant applications. Support the Centre in managing grant applications and related processes.
- Provide support to Directors in undertaking industry engagement to enhance ACFS's position and reputation within the finance industry, generate contract research opportunities and liaise with academics undertaking research projects funded by the Centre.
- Build relationships with external stakeholders including research partners and other sponsors, industry professionals and academics at Consortium Member institutions regarding involvement in ACFS activities.
- Promote ACFS research by supporting Marketing and Media requirements.
- Prepare comprehensive reports to assist in the development of ACFS's business activities.
- Provide support to Directors in the preparation of operational and business plans.
- Other duties within the scope of this classification as required.

Key selection criteria

Education/Qualifications

1. A degree in a relevant area, with subsequent relevant work experience, or an equivalent combination of relevant experience and/or relevant education/training.

Knowledge and Skills

Essential

2. High level of competency in database and modelling software and programs – Excel, SASA, SPSS, Stata, Datastream, eviews.
3. Familiarity with and understanding of current developments in academic research and industry practices in the ACFS core research areas.
4. Demonstrated ability to work independently with initiative and responsibility and as part of a team.
5. Excellent interpersonal skills with demonstrated ability to develop and maintain effective working relationships at all levels and across diverse groups.
6. Highly developed communication skills adaptable to a variety of audiences, coupled with conceptual, analytical and reporting skills to produce clear and comprehensive reports and documents.
7. Highly effective organisational skills including the ability to prioritise and accomplish tasks to meet a wide range of conflicting demands and deadlines while delivering quality outcomes.

8. High level analytical and problem solving skills including the capacity to conduct research independently, articulate analyses and recommendations in reports, and manage research programs.
9. Demonstrated aptitude to develop a thorough understanding of legal agreements, policies and processes, coupled with a high level awareness of the principles of confidentiality, privacy and information handling.

Desirable

10. Experience in or an understanding of the financial services industry, the academic environment, the University organisation and their interrelationship, with attention to research.

Other job-related information

- Travel (e.g. to other campuses of the University) may be required.
- Out of hours work (including evenings, weekends and public holidays) may be required.
- May be required to be available outside of normal working hours, at short notice, for unplanned events.
- There may be peak periods of work during which the taking of leave may be restricted.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

Organisational Chart

