



Australian
National
University

Position Description

College/Division:	ANU College of Medicine, Biology and Environment and ANU College of Physical and Mathematical Sciences
Faculty/School/Centre:	Science Administration
Department/Unit:	Research Management
Position Title:	Senior Research Management Officer (SRMO)
Classification:	ANU Officer Grade 6/7 (Administration)
Responsible to:	Assistant Manager, Research Management

PURPOSE STATEMENT:

The Senior Research Management Officer utilises their knowledge of research management to provide high quality advice, services and support to stakeholders on a wide range of research management related matters, contributing to the efficient and effective operations of the Research Services team to support and promote research activities and strategies. The Senior Research Management Officer is responsible for the provision of research administration, post-award processes, tailored advice to clients, analysis of data and subsequent implementation of policies, procedures and business processes as appropriate.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Research Management Officer works closely with, and reports directly to, the Assistant Manager, Research Management. A close working relationship is also necessary with other College Research Development Officers, colleagues within Science Administration and in the University's Research Office and Legal Office, School Managers of the constituent areas of the Colleges, and researchers within the two Colleges.

Role Statement:

Under the broad direction of the Assistant Manager, the Senior Research Management Officer will perform the following functions:

1. **Research Management:** contribute to an enabling and supportive environment and provide a high level of quality customer service to stakeholders; assist with maximising funding opportunities by providing support to identify sources of funding and by providing strategic advice to the Colleges' stakeholders on all research management issues. Assist with the planning and staging of professional development programs for the Colleges' research community.
2. **Submission of external funding applications:** Implement external funding policy and procedures within the Colleges including reviewing grant applications to ensure that they meet University and funding agency requirements. Provide technical, quality and strategic feedback to applicants and provide administrative support and coordination in the submission of applications.
3. **Research Contract Review and Negotiation:** Negotiate research contracts and agreements with external funding agencies and sub-contractors, liaising where appropriate with researchers, the University's Legal Office, Technology Transfer Office and the Administrative Divisions. Protect the University's IP, manage confidential agreements.
4. **Post Award Management:** Monitor University's compliance with external funding contracts and the protection of the University's reputation including coordinating milestone reports where required by the funding agencies. Negotiate contract variations and help with funding agencies concerns.
5. **Research Management Support:** Assist with the collection and integrity of research management Colleges' data on the University's Research Management System ARIES.
6. **Liaison:** Establish and maintain effective liaison and a high level of quality customer service with individual applicants, relevant sections of the Colleges, the University and external organizations including Commonwealth and State funding agencies, private non-profit organisations and industry.
7. Comply with all ANU policies and procedures, and in particular those relating to work, health and safety and equal opportunity.
8. Undertake other duties as required, consistent with the classification of the position.

SELECTION CRITERIA:

1. Degree in a relevant field with demonstrated experience in administration within a tertiary or similar institution or an equivalent combination of relevant experience and/or qualifications. Additionally, some financial experience would be highly regarded.
2. Sound knowledge of contemporary research management practices. Demonstrated capacity to provide high-level advice on contractual obligations, including an ability to review and negotiate funding agreements
3. Proven experience in the provision of high quality customer service, incorporating excellent communication and interpersonal skills and the ability to clearly communicate, consult, negotiate and liaise effectively with a diverse range of people both orally and in writing
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
5. Demonstrated ability to undertake an analytical approach to problem solving and an ability to implement policy, procedures and business processes, particularly in regard to research issues and external funding conditions
6. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management systems. Advanced skills in Excel will be highly regarded.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

Delegate Signature:

Date:

Printed Name:

Position:

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CMBE & CPMS	Dept/School/Section	Science Administration – Research Management
Position Title	Senior Research Management Officer	Classification	ANUO6/7 (Administration)
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	BIOLOGICAL MATERIALS		
CHEMICALS			microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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