# MONASH University

## Position description

# Senior Research Support Officer

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| **Department/Unit** | Arts Research and Business Development |
| **Faculty/Division** | Faculty of Arts |
| **Classification** | HEW Level 6 |
| **Work location** | Clayton campus |
| **Date document created or updated** | August 2017 |

## Organisational context

**Monash** 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.

**Monash Arts** is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The faculty delivers programs via eight schools and across five campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit our website: http://future.arts.monash.edu/

The **Arts Research and Business Development Office** is responsible for supporting the Dean and Associate Dean Research and the broader Arts community in delivering the outcomes of the faculty's research and business development strategy. The office provides tailored support including the identification of funding opportunities, proposal and application support, and the collection, collation and reporting of data relating to research performance and benchmarking. The team provides strategic advice to the Dean and the senior management team to facilitate the delivery of the faculty's research and business development objectives.

## Position purpose

The Senior Research Support Officer provides an integrated administrative service for research staff on research matters across the Faculty of Arts, aligned with faculty strategy. The position provides substantial administrative support in the submission of research and other funding proposals. The Senior Research Support Officer helps to ensure that staff comply with research-related policies, relevant procedures are in place and are communicated across the Faculty.

**Reporting line:** Under general direction, the position reports to the Partnerships and Business Development Manager

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Provide significant assistance, feedback, and advice to academic staff in the preparation of grant applications particularly for Australian Research Council applications and category 2-4 funding opportunities, by interpreting guidelines, preparing budgets, and supporting the submission of proposals and tenders. Support the development and marketing of professional development programmes

2. Identify other external sources of funding and prepare and disseminate timely and targeted information to researchers

3. Coordinate and promote the faculty and School internal grant schemes, manage and track scheme budgets and provide reports to ARBDO management, and provide high level administrative support to nominated schemes

4. Provide high level feedback and advice to academic staff about various funding schemes available through the faculty and schools

5. Develop expertise and undertake a range of tasks in the research management systems, including Pure, Unistar, Research Professional, Business Intelligence, and other relevant University applications

6. Assist the Manager, Research Quality and Performance by acting as the second point of contact for the Arts publications pilot and the faculty's collection of research outputs for the recurring Excellence in Research Australia (ERA) exercises. Provide advice on data entry, verification, classification and co-ordination of the academic assessment of the research content according to faculty specifications to the nominated publications coordinator

7. Provide data analysis and reports including comprehensive BI and other performance data to faculty management and Schools as required

8. Liaise with and foster effective working relationships with faculty staff, Monash Research Office and other university and external offices to facilitate meetings, coordinate activities and gather and disseminate information

9. Provide high level executive support to Faculty and school research committees, as required

10. Under the direction of the Partnerships and Business Development Manager, promote the faculty's research strengths and provide proactive and high quality service-oriented support materials to schools and the broader Arts research community, and assist in promotional events

11. Foster a strong and positive culture, by modelling appropriate values and behaviours at all times

# Key selection criteria

**Education/Qualifications**

1. The appointee will have:

   - a degree in a relevant field with subsequent relevant experience, or

   - extensive experience of research administration and specialist expertise or broad knowledge in technical or administrative fields, or

   - an equivalent combination of relevant experience and/or education/training

**Knowledge and Skills**

2. Excellent organisational and administrative skills with the ability to prioritise tasks, plan administrative tasks effectively, work to tight deadlines, anticipate future requirements, monitor and review procedures

3. Well-developed budget development, analytical and problem solving skills with the ability to report and articulate issues to senior faculty management

4. Outstanding interpersonal skills, with a demonstrated commitment to providing excellent customer service and a record of successful interactions with academic staff and other colleagues in a team-based environment

5. Highly developed oral and written communication skills and attention to detail

6. Ability to maintain a high level of confidentiality

7. Well-developed computer skills with a knowledge of a range of software packages, including Word, Excel and research and business information systems, including Research Professional

8. Good working knowledge and understanding of the external funding environment in the tertiary sector, and an ability to apply knowledge to the local context

# Other job-related information

   - Travel to other campuses of the University may be required
   - There may be a requirement to work additional hours from time to time
   - There may be peak periods of work during which 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.