Position Description

Coordinator, Research Technical

Faculty/Portfolio	Faculty of Business and Law
School/Centre	Research Services
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Melbourne Burwood Campus
Classification	HEW 7
Reporting Line	Manager, Research Services

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in India, China and Indonesia.

WHY WORK FOR OUR UNIVERSITY?

[Faculty of Business and Law](#)   [Benefits of working at Deakin](#)   [Deakin's Strategic Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

POSITION OVERVIEW

The Faculty of Business and Law prepares graduates for careers of the future. We harness emerging technologies to facilitate innovative, borderless, socially responsible and personalised education. Our research informs our practice and impacts the communities with whom we engage.

The Coordinator, Research Technical supports the strategic development and coordination of Faculty research infrastructure. The position will act proactively to develop and implement strategies to identify and maximise the return on investment for current or proposed research infrastructure, including databases and labs. The position also provides high-level support to researchers in planning, executing and reviewing the use of research infrastructure, to contribute to continuous improvement.

Key Relationships:

Internal	This position reports to the Manager, Research Services and works closely with the Associate Dean (Research), Dept/School Heads and Directors of Research and Directors of Faculty Themes and Research Centres. The position requires regular interaction with staff and PhD researchers. The position will liaise with staff involved with infrastructure planning and technical support in Business and Law. In addition, the position liaises with staff across the University, in particular with the Library, eSolutions, Deakin Research and Deakin Research Innovation.
External	The position will develop relationships with external bodies including local, national and international research product vendors.

PRIMARY RESPONSIBILITIES

- Manage the planning, development, implementation and ongoing enhancement of research technical infrastructure in the Faculty.
- Manage and support the Faculty's research laboratories, including: the provision of technical support for researchers in the conduct of laboratory-based behavioural experiments; maintaining participant databases; and liaising with relevant stakeholders to manage planning and refresh cycles for any research lab equipment, to ensure it is up to date and appropriately budgeted for.
- Manage the Faculty's research databases, including: licence management and database renewals in consultation with the Library's digital licensing team and Faculty stakeholders; analysis and reporting on database utilisation and ROI; promotion of research database resources to staff across the Faculty, including access to training and support materials; and support for the Faculty Research Databases Subcommittee.
- Liaise with Faculty and University stakeholders in relation to the acquisition of research software products and management of HDR computer leases and support.
- Proactively conduct internal and external environment scanning to identify opportunities for technical resource improvement and optimization.
- Conduct benchmarking of research activity and performance including assisting with the maintenance and allocation of research workload ensuring compliance to the Faculty research expectation model.
- Provide technical support for Faculty-run external research engagement activities, such as webinars.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future. You will also display diligence, have great resolve, and be strongly focused on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- A relevant postgraduate research qualification (PhD or Masters) or an equivalent combination of relevant experience and /or education and training.
- High level data analysis, report writing and presentation experience
- High level of proficiency in information and communication technologies
- Experience in the provision of high-level support and services, including documenting and managing user requirements and protocols
- Experience with research databases and software in relevant disciplines
- Experience in running behavioural research experiments

Capabilities and Personal Attributes:

- **Environmental Scanning**: Seeks emerging trends; identifies issues within field of expertise and University context.
- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
- **Analysis and problem solving**: Sources relevant information; identifies problems and offers sustainable practical solutions.
- **Continuous improvement**: Proactively improves the efficiency and quality of existing processes and systems.
- **Digital Literacy:** Interprets and distils information; produces clear communications through a variety of digital platforms
- **Consulting and Advice**: Provides expert and valued advice; supports achievement of outcomes for stakeholders.

SPECIAL REQUIREMENTS

- Deakin encourages staff to take recreation leave regularly to promote a healthier workplace. Leave must be taken at a mutually convenient time which meets the operational needs of the University and, where possible, the staff member's needs. In this role, there are peak operational periods in which recreation leave may not be approved
- Travel to other campuses of the University will be required on a regular basis.
- A commitment to ensuring the confidentiality of the sensitive nature of information to which the position may have access.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.