

## Position Description

### Senior Co-ordinator, Research Development

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<b>Position No:</b>	NEW
<b>Portfolio:</b>	Office of Deputy Vice Chancellor (Research)
<b>Department:</b>	Office of Pro Vice Chancellor (Research and Development)
<b>Campus/Location:</b>	Melbourne (Bundoora)
<b>Classification:</b>	Higher Education Officer Level 8 (HEO8)
<b>Employment Type:</b>	Full-Time, Fixed-term until 31 December 2022
<b>Position Supervisor: Number:</b>	Senior Manager, Research Development Strategy 50144267
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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#### For enquiries only contact:

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# Position Description

## Senior Co-ordinator, Research Development

### Position Context

**La Trobe University's** success is driven by people who are committed to making a difference. They are creative and highly motivated, pursue new ideas and create knowledge. La Trobe is one of Australia's research leaders, and the largest provider of higher education to regional Victoria. Our teaching and research address some of the most significant issues of our time and we're passionate about driving change through operational excellence to benefit the communities we serve.

The **Office of the Pro Vice-Chancellor (Research Development)** is one of the four key units in the Office of the Deputy Vice-Chancellor (Research and Industry Engagement) and focuses on developing the research capability of the University through the development, coordination and implementation of strategic internal programs including:

- internal research development programs such as the Big Bid Development Framework, the Research Focus Areas and the Regional Research Strategy
- the oversight of Research Centres' operations, policy, governance and strategy;
- the management of infrastructure and support services through Research Platforms and the Animal Research and Teaching Facility.

The Office of the PVC (Research Development) also includes La Trobe Sport, a strategic initiative of the University that supports the development of La Trobe University into the University of Choice for Sport in Australia.

The **Senior Co-ordinator, Research Development** will be based in a small team in the Office of the PVC (Research Development) and will report to the Senior Manager, Research Development Strategy. The Senior Co-ordinator, Research Development will provide high level project coordination, advice and support to ensure the delivery of key strategic programs, including the regional research strategy and research centres strategic framework.

Key responsibilities will range from program support, internal and external stakeholder management, coordination of meetings, preparation of reports, executive support to relevant working groups and committees, provision of high level advice and contribution to the development of new strategies and initiatives.

The **Senior Co-ordinator, Research Development** will work closely with a wide range of key internal stakeholders, including the College Pro Vice-Chancellors, the Regional Pro Vice-Chancellor, the Associate Pro Vice-Chancellors (Research), the Heads of Regional Campuses and Research Centre Directors in ensuring the objectives of the programs delivered are met.

A high level of organisation and initiative, ability to conceptualise complex project information and sound judgement are all essential attributes to succeed in this role.

While the role will be based at La Trobe's Melbourne campus (in Bundoora), travel to regional campuses will be required.

### Duties at this level may include:

- Plan and coordinate activities to support a number of research-related university strategies.
- Provide support and advice to a wide range of senior key stakeholders, on program objectives, requiring integration of a range of university strategies and policies and external requirements.
- Track and report on progress of research development activities regularly, escalating issues as appropriate to the Senior Manager.

- Assist with internal reviews including schedule planning, the collation of information and data, meeting organisation and internal communications.
- Assist in determining goals and priorities for the research development programs and related activities.
- Undertake research, data collection and analysis to assist with the preparation of reports, program briefs and consultation papers for internal and external stakeholders.
- Identify strengths, weaknesses, opportunities and risks in areas of responsibility that may have an impact on the University and/or the Research Portfolio to enable appropriate and timely action to be administered.
- Build and maintain effective links with key internal and external stakeholders.
- Contribute to and participate in other projects in the research development portfolio.
- Prepare, organise and document, as required, relevant meetings of key working groups and Committees.
- Perform other functions or tasks as appropriate to the role or requested by the Senior Manager.

### **Key Selection Criteria**

1. A degree, with extensive experience, preferably in a business development or project management; or with experience in a high level strategic and executive support to senior management role; or an equivalent alternate combination of relevant knowledge, training and/or experience.
2. Demonstrated ability to be responsible for project planning and implementation.
3. Demonstrated capacity to build and maintain external partnerships with a range of stakeholders.
4. Outstanding communication skills with a wide range of academic and non-academic audiences, including experience in developing written communication materials and providing quality advice to senior management and key stakeholders.
5. High level of self-motivation and self-management skills with the ability to be adaptive to changing priorities, accepting new ideas and willing to meet new challenges.
6. Demonstrated ability to collate and analyse a wide range of information and data to assist with the preparation of reports, business cases and briefing papers.
7. High level problem solving skills with the ability to exercise judgment and initiative to achieve objectives, and to identify and follow up on issues while keeping the relevant senior team member(s) informed.
8. Comprehensive knowledge of the higher education and research sector.

### **Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### **La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are ***Connected***: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are ***Innovative***: We tackle the big issues of our time to transform the lives of our students and society.
- We are ***Accountable***: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We ***Care***: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:              Date: