

<b>Position Title</b>	Senior Research Co-ordinator
<b>Classification</b>	Level 7
<b>School/Division</b>	UWA School of Agriculture and Environment
<b>Centre/Section</b>	NESP Resilient Landscapes Hub
<b>Supervisor Title</b>	Professor (NESP Hub Leader)
<b>Supervisor Position Number</b>	314245
<b>Position Number</b>	321373

## Your work area

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The Resilient Landscapes Hub is one of four research Hubs under the Australian Government's National Environmental Science Program. The Hub provides research to inform management of Australia's terrestrial and freshwater habitats to promote resilience, sustainability and productive practices. The Resilient Landscapes Hub delivers applied research to support management of Australia's terrestrial and freshwater habitats, including a focus on bushfire recovery, feral animals and invasive species impacts, and accessible science to assist land managers develop and maintain resilient, sustainable and productive landscapes. The Hub has a budget of \$47 million over 6 years. The Hub includes researchers from universities, CSIRO, state government research agencies and a range of other partners.

## Reporting structure

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Reports to: Professor (NESP Hub Leader)

## Your role

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As the appointee you will, under broad direction, provide research co-ordination support to the area and to the Hub Leader. You will respond to complex and diverse enquiries using expertise and judgement to independently analyse and solve problems, provide informed advice and provide senior administrative and executive support to the Hub. You will ensure delivery of efficient operations and provision of key research deliverables for the Hub.

## Your key responsibilities

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Oversee the establishment and maintenance of research support and co-ordination systems to ensure efficient operation.

Provide senior administrative and executive support to the Hub Leader in fulfilling research deliverables

Coordinate and support meetings for Hub Leader and research governance committees including scheduling; preparation of agendas, background papers and minutes; tracking correspondence and follow-up on actions; and coordinating the logistics for virtual and face to face meetings

Oversee, coordinate and contribute to reporting for key documents including progress reports, research plans and presentations

Plan, implement and oversee a range of administrative functions that may include personnel, financial and student management activities

Develop and maintain relationships with Hub partners and UWA administration services

Monitor workflows and systems to ensure relevant standards and requirements are met

Other duties as directed

### **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification or demonstrated equivalent competency

Extensive research co-ordination and administration experience at an appropriate level

Substantial experience in research planning, reporting, scheduling and resource allocation

Excellent written, verbal and interpersonal skills and the ability to successfully coordinate and collaborate with various people in different locations to achieve research outcomes

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email

Highly developed organisational skills with demonstrated ability to set priorities and to meet deadlines

Ability to work independently, show initiative and co-ordinate operations of a research unit

Demonstrated ability to manage budgets and collate reports

### **Special requirements (selection criteria)**

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Occasional interstate and travel within the state may be required

Current "C" class driver's licence

### **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)