

## SCHOOL RESEARCH COORDINATOR

<b>SCHOOL</b>	All Schools
<b>SUB-UNIT</b>	N/A
<b>CLASSIFICATION</b>	HEW 6
<b>WORK LOCATION</b>	Main Campus

### ORGANISATIONAL CONTEXT

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Monash University is Australia's largest university and a member of the prestigious Group of Eight. We've been consistently ranked among the world's top universities, rising 13 places in the Times Higher Education (THE) World University Rankings 2023 to rank 44th globally, reflecting our strong commitment to academic and research excellence.

Monash is a global university with four local campuses throughout Australia, as well as international locations in Malaysia, Indonesia, China, Italy and India. A unique alliance with the University of Warwick (UK) sits alongside an array of international collaborations with leading universities and corporations around the world, expanding the University's global network.

Established in 1998, Monash University Malaysia is Monash's third-largest campus and one of Malaysia's most respected universities. We were awarded a six-star SETARA rating by the Ministry of Higher Education Malaysia in 2017 and once more in 2019, cementing our position in the very top cohort of outstanding universities in the country. In 2020, we received a five-star rating for research excellence from the Malaysia Research Assessment.

As a self-accrediting University, we attract students not just from Malaysia, but from all over the world. More than 9300 students representing approximately 79 nationalities are currently enrolled at Monash Malaysia, and they enjoy a quality study experience supported by over 860 staff members.

We're Monash's platform for scholarly engagement with Southeast Asia, offering degrees in arts and social sciences, business, engineering, information technology, medicine, psychology and health sciences, pharmacy, and science across seven schools.

Our campus is located in Greater Kuala Lumpur, one of the region's industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research are oriented towards deep engagement with this dynamic social and industrial landscape.

In 2023 Monash Malaysia celebrates 25 transformative years of making change. Since welcoming our first cohort of 417 students, we have built a reputation for quality, credibility and integrity, and is held in high esteem by our students, alumni, industry and government. We maintain a long and proud tradition of excellence in education, combined with liberal values of inquiry, providing a fertile environment for bright young minds to flourish and

lifelong opportunities for those wishing to enhance their education and career. Join us as we celebrate the accomplishments of our students, alumni and staff, and look towards an exciting future.

For further information, please visit [www.monash.edu.my](http://www.monash.edu.my).

## POSITION PURPOSE

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The School Research Coordinator provides a range of high-level administrative and coordination services to drive the implementation of the Campus Research Plan through School research strategies, programs and initiatives. This includes supporting the School in planning, implementing and coordinating internal grant funding strategies, internal and/or external research programs and commercialisation initiatives.

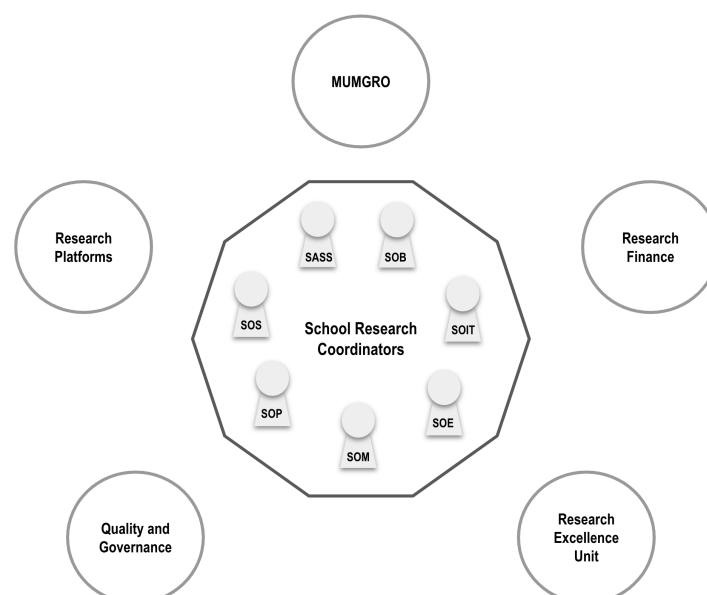
The School Research Coordinator is the key liaison between the School with central divisions for all matters relating to campus research management. This role is expected to work closely with School research stakeholders (e.g. leadership, academics and graduate research students), central research divisions (e.g. Monash University Malaysia Graduate Research Office, Research Finance, Research Excellence Unit, Quality and Governance, and Research Platform) and Faculty counterparts to support School research requirements and operational demands. The School Research Coordinator will operate with excellence in process and judgement to provide efficient research services in accordance with campus research protocols and standards.

**Reporting Line:** The position reports to the School Manager and has a dotted line reporting to the Deputy Head of School (Research)

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable



## **KEY RESPONSIBILITIES**

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1. Support a range of research strategies, programs and initiatives identified by the School research leadership to drive the implementation of the Campus Research Plan within the School
2. Deliver high-level and effective service to the research community, including providing timely and accurate advice and administrative support to School research stakeholders as the key liaison between the School with central divisions for all matters relating to campus research management
3. Exercise strong financial and project management in supporting School research projects and initiatives to ensure adherence to funding requirements, including project variation, milestones and deliverables
4. Contribute to and support a range of research-specific marketing and communication strategies for the campus as they relate to the School, especially on matters relating to research capabilities, inventions and infrastructure
5. Coordinate administrative processes and systems relating to research ethics, integrity and permits, ensuring compliance with established campus policy, protocols, and regulatory requirements
6. Actively contribute to the development and continuous improvement of a range of processes such as policy development, governance, compliance, quality and performance reporting, as a member of the community of practice for campus research management
7. Build and sustain effective working relationships with a network of colleagues and stakeholders to support and facilitate efficient service delivery

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - a degree in a relevant field with subsequent relevant experience, or
  - extensive experience 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. Substantial knowledge of the strategies, business processes and systems relating to graduate research student administration, research operations and the grants and contracts environment
3. Excellent administration skills and a demonstrated capacity to develop and implement effective operational processes and systems
4. Excellent project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Demonstrated strong record and commitment to process improvement, innovation and reform
7. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues
8. Highly-developed computer literacy including experience using project management and business softwares, and demonstrated ability to quickly adapt to and learn new systems

## **OTHER JOB RELATED INFORMATION**

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- Professional research management development and training may be required
- 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**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.