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| **Position Title:** | Research Services Officer |
| **Classification:** | ANU Officer Grade 5 (Administration) |

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| **PURPOSE STATEMENT** The Research Services Officer provides high quality advice, services and support to stakeholders on a wide range of research management related matters, contributing to the efficient and effective operations of the College Research Office team to support and promote research activities and strategies.    **KEY ACCOUNTABILITY AREAS**  **Position Dimension & Relationships:**  The Research Services Officer works closely with the other members of the Research Services team, the Associate Dean (Research) and with colleagues across campus, liaising with and providing quality advice and service to a variety of academic and professional staff. The Research Services Officer is responsible for the provision of day-to-day research administration including: pre-and post-award processes; data collection and analysis; general advice on a wide range of matters related to research funding and grant applications; ensuring compliance with the University’s policies and procedures; adherence to deadlines; and timely escalation of more complex aspects to the relevant team members.  **Role Statement:**  Under general direction, the Research Services Officer will:   1. Provide high quality administrative support to the Research Office team including workload management, and reviewing documentation for compliance against all relevant policies, procedures, and guidelines for internal and external funding providers. 2. Provide support and be the first point of contact for academic staff for publication collection activities. Enter and ensure publications are up-to-date in the University’s research management system, and provide extensive support during the ERA reporting process. 3. Provide accurate and timely advice to applicants, and respond to general enquiries on research issues. 4. Provide high quality support for operational aspects such as:    * + preparation of research proposals including sourcing funding opportunities and their distribution; assisting with scheme coordination; conducting proposal compliance checks; coordinating peer review processes and providing application feedback.      + Assist with the acceptance of funding proposals including liaising with stakeholders and drafting acceptance documentation for internal funding.      + Collect, develop, process and maintain research management information on the University’s research management system, including research data and procedural documentation.      + Collect, monitor and lodge research milestone reports.      + Maintain and update communication tools, including the Research Office website content and research management processes and guidelines. 5. Ensure timely preparation, analysis and distribution of periodic and ad hoc reports on research management related activities, investigating issues and presenting possible solutions. 6. Assist the Manager with the implementation of University-wide research management initiatives, providing timely and high quality support. 7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity 8. Perform other duties as directed, consistent with the classification level of the position and in accordance with the principle of multi-skilling. |

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| **SELECTION CRITERIA**   1. Relevant degree or an equivalent combination of relevant experience and training in a role providing administrative and operational support in a complex organisation, with a keen interest in research management. 2. Demonstrated ability to interpret and provide advice on policies, procedures and guidelines. 3. Demonstrated high level customer service and strong communication skills with the ability to write effectively with accuracy, and the ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment. 4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high quality outcomes. 5. Demonstrated analytical skills with the ability to identify problems in own area and to participate in problem resolution, undertaking proactive investigative action, identifying and/ or managing risks, escalating complex matters when needed, and contributing to solutions, with a focus on continuous improvement. 6. High level computer skills with demonstrated experience using online information systems and the MsOffice suite, in particular Excel. 7. Demonstrated ability to generate complex reports and experience maintaining, editing/ proofreading information is required. 8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context. |
| **References:** [Professional Staff Classification Descriptors](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2013-2016/schedule-5-professional-staff-classification-descriptiors) | |