

Position Description

Researcher Development Coordinator



Details

Faculty or Portfolio	Deakin Research
Division or School or Institute / Team	Graduate Research Academy
Employment	Fixed term 1 year, Full Time
Location	Flexible Campus
Classification	HEW 7
Manager	Program Manager, Researcher Development

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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Overview

The Researcher Development Coordinator works collaboratively with members of the Researcher Development portfolio to assist in the provision of researcher development activities and resources for Higher Degree by Research (HDR) candidates and academic and professional staff, to increase researcher capability. This includes planning, developing and delivering high standard training; program and event management; and program evaluation and analysis to ensure optimal investment.

Accountabilities

- Work collaboratively to lead or support development and implementation of researcher development activities by designing evidence-based programs that support researchers in skill development and knowledge acquisition
- Engage with researchers, HDR candidates and stakeholders to identify and implement practical, accessible training solutions based on development needs
- Plan, design and develop e-learning and other materials in close cooperation with the researcher development team, key internal and external stakeholders, and product vendors
- Collaborate with the team to define the processes, tasks and resources required to achieve team goals, prioritising critical activities and evaluating team progress
- Communicate with confidence using appropriate influencing techniques and communication channels for a given situation to increase understanding and support for Researcher Development Programs
- Analyse and monitor the effectiveness of existing researcher programs, including interpretation of performance data and survey responses, and work in partnership with key stakeholders to identify new opportunities to grow researcher capability
- Promotes and supports the use of e-Learning and knowledge management platforms for developing and delivering online training programs
- Identify and collaborate with other areas in the University engaged in researcher development to deliver a coordinated program
- Actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement

Relationships

Internal relationships:

- Graduate Research Academy
- Research Integrity
- Academic and professional staff involved in researcher development and researcher training
- Deakin Research Systems
- Animal Facilities

External relationships:

- External training providers
- External training presenters
- System vendors

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Selection

Qualifications and experience

- Tertiary degree or equivalent experience; and
- Experience as a researcher or in a research environment or in researcher or academic development; or
- Experience and knowledge in designing educational resources and learning environments.

Capabilities

1. **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
2. **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions
3. **Digital Literacy:** Interprets and distils information; produces clear communications through a variety of digital platforms
4. **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials processes and systems
5. **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
6. **Personal Resilience:** Maintains composure and focus under pressure, adapts to changing situations and recovers from setbacks

Special Requirements

- Working with Children Check (refer to Recruitment Procedure)

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.