



SENIOR RESEARCH DEVELOPMENT COORDINATOR

DEPARTMENT/UNIT	School of Biomedical Sciences
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit www.monash.edu/medicine.

The **Monash Biomedicine Discovery Institute (BDI)** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The Institute and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology comprise over 120 research groups and deliver discipline-focused teaching into our flagship Bachelor of Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-

related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and provide world-class teaching and learning space for Biomedical Sciences.

The BDI comprises six inter-disciplinary health-focused research Programs, each led by a renowned leader in the field. The BDI programs include Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolism, Diabetes and Obesity and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research. For more information about the BDI please visit our website at www.monash.edu/discovery-institute.

POSITION PURPOSE

The Senior Research Development Coordinator provides a range of complex administrative services, delivering high-quality research support, to facilitate the growth of the BDI's research performance.

The Senior Research Development Coordinator is a key liaison point between the BDI, the University, and various internal and external client groups. The BDI attracts more than \$70 million per year in research income across its 120 research groups, and the Senior Research Development Coordinator works closely with internal partners such as the Heads of BDI's Programs to facilitate supporting research activities and alignment with the BDI's, the Faculty's and the University's research strategy.

The Senior Research Development Coordinator assists the BDI Research Manager by providing support to the BDI's program of activities, including delivery of effective support for the BDI's international partnerships with world leading universities and medical institutes and for the BDI's institute-wide research initiatives. This includes tailored and comprehensive support with an emphasis on facilitating team building and collaboration and supporting a culture of research translation and impact, to ensure procurement of competitive research funding, including large collaborative grants. This also includes the provision of one-to-one and group support to researchers for specialist grant schemes, reviewing and editing applications to ensure good narrative flow and improved grant quality, as well as maintaining subject matter expertise in research management systems that are used by the University and funding bodies.

The Senior Research Development Coordinator provides specialist advice that contributes to the advancement of the BDI's research objectives. The position also provides support to projects and events and undertakes a variety of general administrative duties to meet the operational demands of BDI's research office.

Reporting Line: The position reports to the BDI Research Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Co-ordinate and administer the delivery of a high quality program of services, systems or administrative processes in accordance with best practice and university policies, procedures and strategic priorities
2. Co-ordinate a work environment of continuous review and improvement by overseeing and reporting on process and service efficiency and implementing performance improvement measures
3. Draw on substantial experience, knowledge and expertise in research proposal development to provide support, feedback, and advice to academic staff in preparing high quality research funding applications
4. Develop high-quality documentation including papers, presentations, proposals, communications, and briefings for a variety of audiences
5. Undertake investigation, consultation, data analysis and benchmarking to keep abreast and report on emerging research administration/management issues in areas of functional or service specialisation, including producing reports and providing advice to support business decision-making

6. Provide expert and authoritative advice, guidance and training as required in the areas of service, functional or administrative expertise
7. Contribute knowledge and expertise towards a range of processes, such as policy development, governance, management decision-making, change management, compliance, quality and performance reporting
8. Build and sustain relationships with an extensive network of colleagues, clients and or suppliers to ensure efficiency of functional operation or service delivery, including working collaboratively within the research office team to support team goals
9. Contribute to planning and operational committees to share knowledge and expertise in the area of functional or administrative specialisation
10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated experience in research administration/management including provision of specialist and technical advice, project coordination, reporting and consulting
3. Proven ability to undertake grant development and strategic review of research proposals, including a well-developed understanding of effective structure, style, syntax and grammar to ensure quality applications
4. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting tight deadlines
5. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain co-operation from, internal and external stakeholders
6. Demonstrated analytical, research and problem solving skills and the ability to identify and recommend solutions to challenging issues
7. Highly developed verbal and written communication skills with the ability to prepare professional documentation for various audiences and provide expert advice in areas of specialised or functional knowledge
8. Demonstrated ability to build and sustain partnerships, collaborations and networks with academic and other staff, relevant research bodies, external service providers and functional areas
9. 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
10. Advanced computer literacy, particularly with current business management software packages and their various applications

OTHER JOB RELATED INFORMATION

- 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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.