

Research Administration Officer

College/Division	Research Division
School/Section	Research Hub
Location	Hobart or Launceston
Classification	HEO6
Reporting line	Research Services Manager

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Research Administration Officer works as part of a dynamic team, to support researchers across the University to find and apply for research funding. The position uses their specialist knowledge in the provision of expert research funding advice, administration development programs and the implementation of policies, procedures and processes to advance research funding performance.

The appointee will, under the general direction of the Research Services Manager, work autonomously and as part of a team that administers pre-award research funding (comprising of grants, tenders, contract research, fellowships, awards and prizes, clinical trials, research infrastructure and consultancies) activities. The role includes a broad range of responsibilities and is both challenging and interesting.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Provide specialised review and advice on research funding guidelines and applications (grants, tenders, contract research, fellowships, awards and prizes, clinical trials, research infrastructure and consultancies) regarding compliance, eligibility, quality and project budgets, including funding categorisation and alignment with relevant University policies and procedures.
- Provide high-level grantsmanship advice to researchers to enhance the competitiveness of research funding applications (including but not limited to advice on alignment with funding body objectives, significance and innovation of proposed research, benefits and impact of expected outcomes, team capability and proposal readability).
- Ensure accurate records are created and data collected/compiled relating to pre-award research funding activities.
- With guidance from the Research Services Manager, lead research funding application rounds to secure funding for research, research collaborations, fellowships and research infrastructure initiatives.
- Work proactively with the Research Services Manager/s, Associate Deans of Research Performance and other University stakeholders to develop and implement research funding initiatives, procedures and processes.
- Develop, coordinate and/or deliver research funding workshops and training materials.
- Use analytical skills to identify and communicate appropriate funding opportunities to relevant academic applicants.
- Liaise with external funding bodies and stakeholders as appropriate, leading up to the submission of research funding applications to ensure compliance with funding guidelines and requirements.

- Submit research funding applications to various external funding bodies and stakeholders in line with external funding scheme or stakeholder requirements as well as internal UTAS requirements.
- Coordinate research funding multi-stage and/or internal ranking requirements, such as 'Intention to Apply' or selection processes.
- Under the general guidance of the Research Governance Office and Research Services Manager, provide administrative support to researchers, to facilitate University consideration of clinical trials prior to commencement.
- Undertake other duties appropriate to the position as assigned by the Research Services Manager.

What We're Looking For (success criteria)

- A degree qualification with subsequent relevant work experience.
- Demonstrated capability to coordinate initiatives and undertake a diverse range of tasks, identify priorities and meet competing deadlines.
- Individual initiative with sound judgement, problem-solving skills and an ability to work independently within established guidelines and as part of a team.
- Highly developed interpersonal skills, with proven experience in delivering a professional, client-focussed service to a range of stakeholders.
- Extensive written and verbal communication skills.
- Demonstrated attention to detail, and a high level of numeracy skills.
- Experience in interpreting guidelines, implementing procedures and maintaining accurate records.
- Demonstrated ability in the effective use of computer applications and systems.

Other position requirements

- Knowledge and experience of funding applications.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>