

Position Description

Coordinator, Strategic Research



Details

Area	Research and Innovation
Team	Research Planning and Governance
Employment	Fixed Term – 12 months parental leave cover
Location	Flexible
Classification	HEW 7
Manager Title	Senior Manager, Strategic Research Services

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 Plans](#)

[Benefits of working at Deakin](#)

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Overview

The Coordinator, Strategic Research Services provides high quality, responsive and customer focused support to strategic research projects and in relation to administration and operational issues to the Research and Innovation Portfolio to facilitate delivery of the portfolio's operations objectives.

This role will ensure that the Research and Innovation portfolio can operate effectively, and that Deakin's research and innovation strategies can promote research excellence and impact.

Reporting to the Senior Manager, Strategic Research Services, the Coordinator will:

- Provide operational project support throughout the project lifecycle.
- Support the development and implementation of work stream project plans to meet overarching project objectives.
- Undertake project activity ensuring the quality and timeliness of deliverables against project objectives.
- Manage project data integrity, ensuring confidentiality, and the safe storage of records and files utilised throughout project implementation.
- Develop and provide the necessary documentation and reporting to support the management and coordination of strategic research initiatives.
- Provide support and advice in relation to administration and operational issues to ensure that the Research and Innovation portfolio can operate effectively.
- Resolve complex matters that may arise with discretion, tact, and diplomacy when communicating, utilising extensive experience and knowledge of university policy and governance.
- Complete administrative tasks in line with university procedures to ensure projects and initiatives are running on time and that appropriate documentation, administration and controls are in place.
- Engage in process improvement activities and adopt new ideas to improve process and practice.
- Establish and demonstrate a high level of learning, energy and commitment and maintain personal integrity and make decisions consistent with university values.
- Plan and prioritises work and critical activities appropriately and recognise barriers to achieving outcomes, find effective ways to deal with them and evaluate progress.
- Actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement.

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Accountabilities

- Contribute to projects to deliver sustainable outcomes and value within constraints of time, cost and quality. Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration, mutually beneficial ethical alliances and develop common goals.
- Plan and oversee strategic research initiatives to deliver sustainable outcomes and value within constraints of time, cost and quality. Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration, mutually beneficial ethical alliances and develop common goals.
- Bring a strong customer mindset. Strive for excellence and consult regularly with staff and stakeholders to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required. Respond to feedback from stakeholders regarding their satisfaction and perspective with services received with openness and transparency.
- Provide ethical advice to staff and stakeholders that address underlying issues, promoting value-adding insights and recommendations. Develop and implement practical, accessible solutions based on stakeholder needs and a customer first mindset.
- Challenge existing processes by formulating creative and inclusive alternative solutions and benefits.
- Promote solutions to modernise work practices and ensure alignment with Deakin's strategic direction.
- Plan and prioritise work and critical activities appropriately and recognise barriers to achieving outcomes, finds effective ways to deal with them and evaluate progress. Seek to continuously improve and apply critical learnings from projects and initiatives across the university.
- Build new and productive relationships with a diverse range of stakeholders or key and influential individuals.
- Establish and demonstrate a high level of learning, energy, and commitment. Maintain personal integrity and make decisions consistent with university values.

Selection

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields
- Knowledge of project management methodologies and experience in project management coordination
- Experience in drafting reports, briefings and other documents
- Experience gathering, documenting and managing user requirements
- Knowledge of systems, process and business improvement capabilities
- Experience designing effective solutions to complex business and technical problems.

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Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **Growth Mindset** open to learning and new experiences, invests in development.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves work** proactively improves the efficiency and quality of processes and systems
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.

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.