

Position Description

Officer, Research



Details

Area	Deputy Vice Chancellor Academic Portfolio
Team / School	Faculty Services/ Faculty of Health
Employment	Part-time (29.4 hours per week) (0.8 FTE) and continuing
Location	Flexible (Burwood or Waurn Ponds Campuses)
Classification	HEW 5
Manager Title	Manager, Research

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 position provides administrative support that contributes to the effective coordination and implementation of administrative processes of the Office of the Faculty of Health, and in particular the processes associated with Research and Research Training. The Research Administrative Officer will provide administrative support for the low-risk Human Research Ethics (HEAG-H), research events, research website and communication, and research data collection and reporting. In addition, this position provides administrative support to the Associate Dean Research.

Accountabilities

- Coordinate the administrative processes for the Human Ethics Advisory Group - Health (HEAG-H) including data entry, correspondence with the applicants and reviewers, organisation of ethics meetings and events, maintenance of records and the database, monitoring compliance, and the preparation of reports relating to the performance of HEAG-H.
- Support effective communication with staff and students, and coordinate the update of student and staff resources including advice on ethics administrative processes, the maintenance of the Faculty Research website and wiki, and the development of handbooks/guidelines and other materials to support research and research training.
- Provide advice to staff and students on the process, interpretations, and requirements of applying for human research ethics, ethics exemption.
- Collate information for Deakin University's annual research collection, including liaising with authors, sourcing and uploading of evidence, and publication data entry.
- In conjunction with the Research Manager maintain and enhance efficient and effective administration, information management systems, and research and research training reporting, including electronic databases and record storage, by adopting established Faculty data management protocols.
- Provide high level administrative support to the Associate Dean Research, the Faculty HDR Coordinator, and Research Manager, in relation to Faculty research and research training.

Relationships

- **Internal relationships:** Faculties, Schools and Institutes, DUHREC and Academic staff, Research Manager and Senior Research Administrative Officer, FOH Research & HDR Support
- **External relationships:** External researchers, HDR supervisors and advisors, and HEAG Administrative Officers

Selection

Qualifications and experience

- Completion of a Degree and at least two years subsequent relevant work experience; or
- An equivalent combination of relevant experience and/or education/training

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Capabilities

- **Planning and Organising:** Plans, analyses, and co-ordinates the delivery of projects while balancing priorities and resources
- **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions
- **Navigating Complexity:** Proactively and quickly making sense of complex issues; responding effectively to difficult and ambiguous situations
- **Service Culture:** Considers other perspectives in making decisions and providing advice; strives to exceed expectations
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders
- **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials processes and systems

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.