

## Faculty Research Liaison Officer

Research Office

Office of the Deputy Vice-Chancellor (Research and Engagement)

Classification	Level 6
Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Hours per Week	35
Nature of Employment	Fixed term
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	26 November 2018

### Our University Values



### Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

#### ***Set Direction and Deliver Results***

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

#### ***Collaborate with Impact***

- Relating and networking.
- Working with people.
- Persuading and influencing.

#### ***Lead Self and Others***

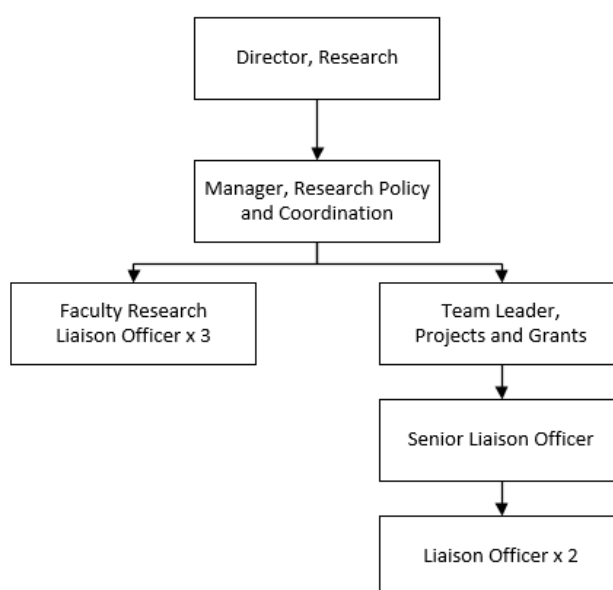
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

## Research Office – Organisational Environment

Charles Sturt University is committed to excellence in strategic and applied research. The function of the Research Office is to provide integrated, high quality administrative services that facilitate achievement of the University's strategic priorities in research and research training. Key activities within the Research Office include research higher degree candidature management, research grants and contracts administration, research finance and commercialisation, research information management and reporting, research policy leadership, as well as research development and communication. These activities are undertaken through active liaison with internal and external stakeholders.

Information on the University's research and research training profiles is available at:  
<https://research.csu.edu.au/>

## Organisational Chart



## Reporting Relationships

This position reports to:	Manager	Research Policy and Coordination
This position supervises:	N/A	

## Key Working Relationships

- Team Leader, Projects and Grants
- Associate Dean Research
- Faculty Finance Officer
- Faculty Operations Team

## Position Overview

The Faculty Research Liaison Officer is a member of the CSU Research Office assigned to work within a designated Faculty. Within the Faculty Office the Officer will be an embedded position, directly supervised by the Research Office, working in close collaboration with the Associate Dean Research. The Officer will provide multi-skilled support for academic staff engaged in research within the designated Faculty including the promotion of research opportunities, administration of internally funded grants, research partnership support, research data and compliance reporting.

## **Principal Responsibilities**

Within the designated Faculty, the Faculty Research Liaison Officer provides broad generalist support in all of the areas described below. Principal responsibilities of the Liaison Officer, as part of an integrated team, include:

### **Research**

- Proactive liaison with academic areas across the Faculty to provide specific information on funding opportunities and to provide advice and support for grant development initiatives in accordance with funding body terms and conditions;
- Provide administrative advice and review, research funding applications within the Faculty for submission to Research Office;
- Provide high-level administrative support to the Associate Dean Research with current initiatives and priorities of the Faculty research portfolio;
- Enhance and embed research culture and best practice in research administration within the Faculty in collaboration with Faculty Research Liaison Officers in other Faculties;
- Support Faculty Research Committee, as directed by the Associate Dean Research for example secretariat support and generating reports as and when required;
- Coordinate and action Faculty-based research reporting and compliance;
- Support and coordinate researcher training opportunities under direction of Research Office and Associate Dean Research;

### **Finance**

- Provision of advice to researchers on budgetary and financial items in their funding applications, including improved costing and pricing;
- Administration of internal Faculty research funds;

### **General**

- Liaising between the Research Office, Research Centres and Faculty to help achieve the objectives of the University Strategy aligned with individual faculty research strategies and priorities;
- Meticulous record keeping and maintenance of accurate information to ensure research data quality and integrity;
- Assistance in monitoring, reviewing and developing procedures within the Liaison portfolio;
- Contributing to and coordinating workshops and information sessions related to research and research training support;
- The preparation of reports, analyses and correspondence as required for internal and external purposes;
- Analyse, maintain and support the research content of Faculty websites and initiatives such as fact sheets and information, ensuring accuracy and currency of information and appropriate links to other websites;
- Proactively support and develop communication strategies to support Faculty research initiatives, successes and priorities both internally and externally;
- Other duties appropriate to the classification as required.

## **Physical Capabilities**

The incumbent may be required to:

- Work in other environments beyond the Faculty or Research Office such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kgs.
- Possess the physical ability to carry out shelving duties such as frequent bending, reaching/stretching, squatting and repetitive lifting.

## **Selection Criteria**

Applicants are expected to address the selection criteria when applying for this position.

### **Essential**

- A. A degree, normally with 2 or more years subsequent relevant experience to consolidate the theories and principles learned; or extensive experience (eg., an Associate Diploma with at least 4 years subsequent relevant experience), leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Experience with Microsoft software and information management systems, including data capture, recording, reporting and analysis with an ability to present clear and succinct information (such as, research support information, guidelines, budgeting and financial reports).
- C. Demonstrated experience in providing assistance and advice in the interpretation and application of research policies, regulations and guidelines.
- D. Proven customer service focus and well-developed interpersonal and communication skills, both written and verbal, including a demonstrated understanding of cross-cultural differences and the ability to liaise with a diverse range of people.

### **Desirable**

- E. A broad general understanding of research administration in a university environment.

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)