



Position Description

College/Division:	College of Science (CoS)
Faculty/School/Centre:	Science Services
Department/Unit:	Research Office
Position Title:	Senior Administration Officer (Research Management)
Classification:	ANU Officer 6/7
Position No:	
Responsible to:	Deputy Manager Research Services
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Senior Administration Officer (Research Management) utilises their administrative skills and knowledge of research management to provide high quality administrative services and advice, services and support to stakeholders on a wide range of research management related matters, contributing to the efficient and effective operations of the Research Services team to support and promote research activities and strategies. The Senior Administration Officer (Research Management) is responsible for the provision of research administration, post-award processes, tailored advice to clients, analysis of data and subsequent implementation of policies, procedures and business processes as appropriate

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The College Research Office sits within Science Services and aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education and contribution to public policy development. Working to support the objectives of the College of Science, members of the office integrate values of leadership, collaboration, resilience, approachability, flexibility in problem solving, respect and inclusiveness, adaptability and reliability into their actions and management of their relationships with staff and students within the College, across ANU, and to the community both nationally and internationally. The Senior Administration Officer (Research Management) reports to the Deputy Manager, Research Services. A close working relationship is also necessary with other Research Services team members, colleagues within the College of Science Services and in the University's Research Office and Legal Office, School Managers of the constituent areas of the College, and researchers within the College.

Role Statement:

Under the broad direction of the Deputy Manager, the Senior Administration Officer (Research Management) will perform the following functions:

- Coordinate administrative activities and provide high level and complex advice on and administrative support for a wide range of research matters, including operational planning, research governance, risk management, pre and post award management and research ethics, ensuring compliance with University policies and procedures, current legislation and/ or funding guidelines.
- Establish and maintain effective liaison with academic staff, delivering high quality client services and fostering collaboration on all research management issues.
- Assist with the management of mandated schedules and deadlines, liaising with internal and external stakeholders.
- Support the compilation and distribution of reports, ensuring that data is analysed by undertaking thorough investigative actions, producing accurate information presented with insightful and contextual recommendations and/or solutions.
- Coordinate research management data collection and submission, as per Government and University requirements. This includes processing research management data, monitoring its integrity and accuracy and resolving data integrity issues.

- Assist with maximising funding opportunities by providing support to identify sources of funding and by providing strategic advice to the College stakeholders on all research management issues. Assist with the planning and staging of professional development programs for the College research community.
- Establish and maintain effective relationships with individual applicants, relevant sections of the College, the University and external organisations including Commonwealth and State funding agencies and private non/profit organisations.
- Contribute to new initiatives and provide input to develop and improve the University's research practices and processes, with a commitment to continuous improvement and best practice in research management and research service delivery. This includes the provision of training to relevant stakeholders.

SELECTION CRITERIA:

- Relevant degree in Administration/Business with demonstrated experience in administration in a complex organisation or an equivalent combination of relevant experience and qualifications/training. Demonstrated experience in effective contract administration and project coordination will be highly regarded.
- Demonstrated ability to interpret and apply policies, procedures and legislative requirements to manage risk and compliance.
- Demonstrated high level literacy, written and verbal communication skills with proven experience in the review of complex contracts and/or reports.
- Demonstrated liaison skills with the ability to consult effectively with stakeholders in a culturally diverse environment.
- Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make influential recommendations on solutions.
- Proven organisational skills and the ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
- Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management systems. Advanced skills in Excel will be highly regarded. 8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

