

## Position Description

### Holsworth Research Initiative Co-ordinator

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<b>Position No:</b>	NEW
<b>Department:</b>	Holsworth Research Initiative
<b>School:</b>	La Trobe Rural Health School
<b>Campus/Location:</b>	Bendigo
<b>Classification:</b>	Higher Education Officer Level 6 (HEO6)
<b>Employment Type:</b>	4 years, 0.8 FTE
<b>Position Supervisor:</b>	Barbara Udale 50002666;
<b>Number:</b>	Professor Michael Kingsley 76211
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

La Trobe Rural Health School – <http://latrobe.edu.au/rural-health-school/research>

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#### For enquiries only contact:

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# Position Description

## Holsworth Research Initiative Co-ordinator

### Position Context

The recently established Holsworth Research Initiative aims to optimise function and performance for all individuals by addressing the global challenges of inactivity and chronic disease, and enabling sports people to perform better and compete more successfully. The Initiative will turbo-charge existing research strengths in exercise, physical activity and rehabilitation. We will focus capability and capacity in three themes: (1) human performance, (2) active individuals, and (3) active communities. Using multi-disciplinary approaches, we will tackle important industry-relevant questions to influence health policy and practice in regional locations, Australia and internationally.

The Holsworth Research Initiative Co-ordinator is a new position to provide high-level administrative, operational and fiscal activities of the Initiative. Duties will involve planning, implementation, operational liaison, budget management, and marketing to support research grant applications, research funding, research candidate activities and other research activities. It is expected that you will also be responsible for providing monitoring of research accounts and financial reports.

### Duties at this level may include the following:

- Prepare for and participate in quality assurance audits conducted by sponsors, agencies, or specially designated review groups.
- Prepare research-related documentation such as protocol worksheets, procedural manuals, adverse event reports, institutional review board documents, and progress reports.
- Ensure appropriate records are managed, monitored and maintained.
- Arrange for and prepare research study sites and determine staff or equipment availability.
- Set priorities and monitors work flows and systems within an area of responsibility (i.e., for own position and for a team or section if applicable).
- Exercise high level diagnostic skills on sophisticated equipment or systems; collect, code, collate, analyse and report on data and experiments.
- Solve both common and unusual problems with some discretion to innovate within own function and take responsibility for outcomes, which may include the development of section procedures and management strategies.
- Identify additional service requirements or service shortfalls and coordinates and/or designs the delivery of innovative solutions to maximise service quality, efficiency and continuity.
- Communicate with industry representatives to ensure equipment and software specifications necessary for successful study completion.
- Contact outside health care providers and communicate with participants to obtain follow-up information.
- Collaborate with investigators to prepare presentations or reports of research procedures, results, and conclusions. Performs tasks/assignments guided by policies, precedents, professional standards and managerial or specialist expertise.
- Develop or redefine procedures and interpret policy to support research activities.
- Perform tasks/assignments with the require proficiency to support research activities.
- Apply theoretical and technical knowledge to design, review, develop or test complex equipment, systems or procedures.
- May have extensive supervisory and line management responsibility for technical, clerical, administrative and other non-professional staff at task level 5 or below performing a set of related functions. May have indirect reports coming to the position. Line management of one or several closely related areas may be required.

- Contribute to and manage resources/budgets within allocated project/area, regularly reviewing these to ensure that maximum value is delivered.
- Plan and organise individual or team activities with an appreciation of longer term issues, ensuring plans complement and feed into the broader School/Divisional/Departmental/Sub unit operational plans.
- Project manage activities to facilitate major service/operational changes in their area of activity.

**Key Selection Criteria may include:**

- Degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge in an administrative field, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated experience managing the activities of self and/or others including coaching, motivation and performance management.
- Proven analytical and problem solving capability.
- Proven communication and interpersonal skills.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:                      Date: