SENIOR RESEARCH DEVELOPMENT OFFICER

DEPARTMENT/UNIT	Monash Research Office / Office of the Vice-Provost (Research)
FACULTY/DIVISION	Office of the Provost and Senior Vice-President
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our university and our exciting future, please visit www.monash.edu.

The **Provost and Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the University's academic strategy and priorities with a view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and university-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

The **Provost and Senior Vice-President (Research)** is responsible for: setting and implementing the University's research strategy, improving the academic and research performance of the University; oversight of faculties and university-wide centres and institutes; development of academic staff employment policies and procedures that enable a high performance culture; identifying and developing new research opportunities and clusters, expanding international research collaborations and interdisciplinary areas of excellence.

The mission of **Monash Research Office (MRO)** is to facilitate the University's research objectives and it does this through an active program of identifying and developing funding opportunities, providing active and timely assistance to researchers in the grant application process, administering awards, ensuring appropriate clearances and providing statistical research data. To learn more about us and the work we do, please visit our website.

POSITION PURPOSE

The Senior Research Development Officer is responsible for providing quality, timely, high-level advice and project management support to researchers engaging with strategic funding opportunities, including the Medical Research Future Fund. Working with university stakeholders across faculty and central portfolios, the

position provides project management support to national consortia and tactical submission preparation support to researchers applying for MRFF funding. In addition, the position contributes to a number of development initiatives across the University, particularly in the medical and pharmaceutical fields.

Reporting Line: This position reports to the Principal Research Development Specialist under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead and facilitate Monash Research Office staff, central divisions and faculties in the project management of initiatives under the Monash Research Strategy

2. Act as a subject-matter expert to researchers, senior management and MRO staff in relation to the preparation of competitive funding applications, including pertinent developments and priorities in the research sector and research policy

3. Research and benchmark medical funding schemes to provide insight in order to develop a competitive edge for Monash applicants

4. Proactively seek relevant schemes and the priorities of granting bodies including details of eligibility, proactively matching researchers' needs with funding opportunities and collaborative research strengths

5. Develop and deliver university-wide training programs, workshops and information sessions to support the preparation of competitive funding applications and enhance Monash skillset in consultation with the MRO Principal Research Development Specialist, Director, Monash Research Office and Associate Deans, Research

6. Lead and support business decision-making at faculty and university levels, including analysis, identifying and responding strategically to issues, trends and opportunities

7. Advise on Monash research capacity to senior management to target research support and formulate strategies to help guide investment

8. Provide leadership and training to faculty research development personnel and staff within the Monash Research Office in matters of research grant development to build knowledge and expertise

9. Build and sustain effective relationships with an extensive network of relevant university staff, clients, other Australian universities, funding bodies and other stakeholders

10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
   - extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Broad knowledge of the assessment of research quality, presentation and methodology across all disciplines

3. Exceptional written communication and editing skills, with a well-developed understanding of effective structure, style, syntax and grammar to ensure quality and competitive funding applications

4. Comprehensive knowledge of funding opportunities from Australian research funders

5. High-level planning, organisational and judgment skills and able to autonomously deliver projects in a complex environment

6. Exceptional interpersonal skills with the ability to maintain effective working relationships with a range of people and groups

7. High-level conceptual, analytical and problem-solving skills together with excellent written and oral communication skills

8. Demonstrated ability to work independently as well as part of a multidisciplinary team to develop new initiatives and deliver them to the research community

9. Demonstrated experience in the development and delivery of information sessions, workshops and seminars

10. High standard of proficiency in the use of software packages e.g. InCites, SciVal, Google Scholar and related packages and tools

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to university policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.