



**Australian  
National  
University**

## ***Position Description***

<b>College/Division:</b>	ANU College of Science
<b>Faculty/School/Centre:</b>	College of Science (CoS) Administration
<b>Department/Unit:</b>	Research Management
<b>Position Title:</b>	Research Services Officer
<b>Classification:</b>	ANU Officer Grade 5 (Administration)
<b>Responsible to:</b>	Deputy Manager, Research Management

### **PURPOSE STATEMENT:**

The Research Services Officer provides high quality 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 Research Services Officer is responsible for the provision of day-to-day research administration, post-award processes, data analysis and general advice on a wide range of matters related to research funding and grant applications.

### **KEY ACCOUNTABILITY AREAS:**

#### **Position Dimension & Relationships:**

The Research Management team, within CoS Administration, 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.

#### **Role Statement:**

Under the general direction of the Deputy Manager, the Research Services Officer will:

1. Provide high quality administrative support to the area's research management portfolio, including supporting the Research Services team and reviewing documentation for compliance against all relevant policies, procedures and guidelines of the ANU and applicable external organisations.
2. Provide accurate and timely advice to applicants and respond to general enquiries on research issues.
3. Provide high quality support for operational aspects such as:
  - Support the team in the preparation of research proposals including sourcing funding opportunities and their distribution; assisting with: scheme coordination, expression of interest administration and budget development; conducting compliance checks on eligibility and technical matters; coordinating peer review processes and providing application feedback.
  - Provide administration support throughout the project lifecycle from concept to closure, including compliance, advertisement, application process and managing research outcomes and outputs.
  - Assist with the acceptance of funding proposals including liaising with stakeholders and drafting acceptance documentation for internal funding.
  - Collect, develop process and maintain research management information on the University's research management system, including research data and procedural documentation.
  - Collect, monitor and lodge milestone reports.
  - Maintain and update communication tools, including the unit's website content and research management processes and guidelines.
4. Review documentation for accuracy in language and grammar, completeness and compliance with relevant policies, ensuring sufficient funding availability.
5. Ensure timely preparation, analysis and distribution of periodic and ad hoc reports on research management related activities, investigating issues and presenting possible solutions.
6. Assist the supervisor with the implementation of University-wide research management initiatives, providing timely and high quality support.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
8. Other duties consistent with the position classification.

## SELECTION CRITERIA

1. Relevant degree or an equivalent combination of relevant experience and training in a role providing administrative support in a complex organisation, with a keen interest in research management.
2. Demonstrated high level customer service and interpersonal skills with an approachable nature and an ability to develop strong working relationships with a wide range of stakeholders in a culturally diverse environment.
3. Demonstrated ability to interpret and provide advice on policies and procedures, with an ability to communicate clearly and effectively with a diverse range of people, both verbally and in writing.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and collaboratively within a team, meeting competing deadlines and delivering on promised outcomes.
5. Demonstrated ability to use initiative, identify issues and assist with problem resolution, whilst remaining adaptable and solutions focused.
6. High level computer skills with demonstrated experience using online information systems and the Ms Office suite, particularly Excel. An ability to generate complex reports and maintain, edit and proofread information is required.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

**Background Checking:** 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.

### References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	College of Science (CoS)	<b>Dept/School/Section</b>	CoS Research Management –
<b>Position Title</b>	Research Services Officer	<b>Classification</b>	ANUO5 (Administration)
<b>Position No.</b>		<b>Reference No.</b>	

*In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.*

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . [http://info.anu.edu.au/hr/OHS/Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/Health_Surveillance_Program/index.asp)  
Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>

**OTHER POTENTIAL HAZARDS (please specify):**

<b>Supervisor's Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
------------------------------------	--	--------------------	--	--------------	--