

## Position Description

### Senior Research Publications Officer

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<b>Position No:</b>	50099797
<b>Division:</b>	Research Office
<b>Department:</b>	Research Performance
<b>Classification Level:</b>	HE06
<b>Employment Type:</b>	Full Time Continuing
<b>Campus Location:</b>	Bundoora
<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>

**For enquiries only contact:**

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## Position Context/Purpose

**The Research Office** supports La Trobe University researchers, senior executives, academic leadership and other administrative divisions to facilitate excellent research outcomes for the University. The Office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between La Trobe University researchers and external partners, for example, funding bodies, industry, government, and regulatory authorities. Research Office staff members work cross-functionally and possess a diversity of skills and knowledge to enable them to contribute to other teams in the division and to collaborate with other teams in periods of varied workflow.

**Research Performance** ensures research data and reporting enables the strategic development of the University's research, supports the University's global research profile, and meets compliance requirements. The team collaborates across the University to streamline the collection and dissemination of research data and continuously improve capability in business intelligence, analytics and management information. It maintains relationships with external research bodies including research data providers, grants bodies, and ranking and analysis agencies, and is engaged with developments in research data and measurement globally. Research Performance staff have a deep understanding and engagement with the University's research business in its national and international context.

Working closely with the **Senior Research Publications Coordinator**, the **Senior Research Publications Officer** will ensure high quality research publications data is collected and stored in the university's database. This position will work with academic staff and the Library Scholarly Publications team to ensure the University has high-quality research data to report on research performance metrics, researcher public profile, and government compliance needs. The incumbent plays a crucial role in the University's Publication data collection exercise and co-ordinates work across a range of research outputs and academic disciplines to ensure that the University's collection is complete, accurate and fit for use for internal and external reporting purposes.

### Duties at this level will include:

- Discretion to innovate within own function and take responsibility for outcomes; designs, develops and tests complex systems and procedures.
- Applies theoretical (or policy) and technical knowledge to design, review, develop or test complex equipment, systems or procedures.
- Performs tasks/assignments which require proficiency in the work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and adapts those procedures and techniques as required to achieve objectives without impacting on other areas.
- Sets priorities and monitors workflows and systems within an area of responsibility (i.e., for own position and for a team or section if applicable).
- Ensure the University's research publications records are complete, correct and accurately categorised to enable efficient, accurate reporting that meets the university's requirements, including the input of new records and maintenance of existing records.
- Be a subject matter expert and liaise with collection teams in the library to ensure metadata records are complete and correct and include relevant information required to support the University's reporting needs.
- Develop and apply relevant guidelines to ensure processes are optimised to ensure publication collection is timely, efficient, accurate and comprehensive.
- Keep abreast of current and emerging reporting and evaluation needs to ensure that records are fit for purpose.
- Maintain a strong understanding of publication and dissemination practices across academic disciplines.

- Provide input to and influence the development and review of the publication collection processes.
- Ensure documentation of publication processes is up to date and accurately reflects the activity of the publications team in alignment with the government and university policies.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Degree with subsequent relevant experience to consolidate the theories and principles learned, or 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.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.
- Proven analytical and problem-solving capability.
- Alternate combination of relevant knowledge, training and/or experience, including experience in a research environment.
- Demonstrated capacity to execute judgement based on theoretical and technical knowledge.
- Proven capacity to effectively liaise and negotiate with a range of clients, including staff and students, in a discreet and tactful manner.
- Demonstrated highly effective interpersonal and communication skills, including the capacity to work collaboratively and cooperatively to achieve goals.

### **Specific skills and knowledge or define tasks required for this position:**

#### **Essential**

- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- High level Excel skills, including some experience with filters, formulas, and formatting.

#### **Desirable**

- Microsoft Teams and SharePoint Online environment – Power Automate, SharePoint Online, Administration/Permissions.
- High level online research skills including the ability to navigate novel online databases/systems.
- Any automation experience including macros (with or without VBA) and Office Scripts will be highly regarded.

### **Capabilities required to be successful in the position**

- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices to improve current ways of working.
- Ability to implement improvements to local processes.

- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.

### **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.

### **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

### **Position Flexibility**

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### **Why La Trobe:**

- Develop your career at an innovative, global university where you will collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you will join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

## La Trobe's Cultural Qualities:

### WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

### WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

### WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

### WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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Initials:            Date: