



POSITION DESCRIPTION

Research Office
Faculty of Fine Arts and Music

Research Coordinator

POSITION NO	0045852
CLASSIFICATION	PSC 7
SALARY	\$88,171 - \$95,444 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Continuing position
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jonathan Laskovsky Tel +61 3 9035 9328 Email jonathan.laskovsky@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

Based within the Faculty of Fine Arts and Music, the Research Coordinator is part of a team responsible for the provision of expert professional services that enable outstanding research outcomes for the Faculty.

The Research Coordinator has overall responsibility for delivering high-level advice and support services designed to streamline administration and further increase the level and diversity of external research funding, coordinating services with other areas of university administration, in particular, Research Innovation and Commercialisation (RIC).

This role also provides high level expert support and analysis for the Manager, Research & Industry in developing the research management systems and processes to support the research portfolio of the Faculty. This includes initiating, developing, reviewing, and implementing research management procedures and policies to ensure compliance and effective research performance outcomes within the Faculty and working collaboratively with the Manager and Associate Dean Research and other senior academic staff to undertake specific projects relating to the Faculty's research-focussed strategic priorities.

This role will exercise a high degree of independence, mature judgement and liaise directly with Faculty and other University of Melbourne staff and external parties. The incumbent will be required to develop, maintain and remediate where necessary, effective working relationships with University Services (RIC) and Chancellery to ensure high quality and timely service delivery.

This role supervises the Research Officer and may be required to oversee the work of casual staff members and/or coordinate the work of others to achieve specific outcome

1. Key Responsibilities

1.1 OPERATIONAL ACTIVITY AND SERVICE QUALITY

- ▶ Coordinate the day-to-day administration of research-related activities in the Faculty's research office to ensure a high level of administrative and operational support to the Faculty's researchers and graduate researchers.
- ▶ Provide high level grant development, support and advice for external research funding including expert advice and interpretation of funding guidelines, reviewing and checking of draft and final applications, with a particular focus on budget, budget justification, compliance and completeness and strategic input to responses to funding selection criteria.
- ▶ Coordinate and administer the Faculty's internal and external research funding programs, including agreement administration for research grants and contracts, pre and post advice, administration and support, working in close collaboration with the Faculty's Finance team and University Services.

1.2 LEADERSHIP AND COLLABORATION

- ▶ Responsible for managing grants calendar, EOI process, mentoring and workshops for applicants, identifying new sources of income and working with the Manager Research and Industry to diversify research income into the Faculty and developing academic track records for grant success.
- ▶ With the Grants Officer, coordinate research development across the Faculty including; preparing, organising and presenting material as appropriate at studios, workshops and information seminars,

- ▶ Coordinate and contribute to the development and implementation of research communications including policy and procedures to ensure effective and streamlined research administration across the Faculty.
- ▶ Responsibility for management and professional development of staff and to effectively motivate, coach manage and empower staff to achieve goals. Provide clear performance expectations, regular feedback and documented performance outcomes, ensuring performance not meeting required outcomes is addressed and achievement of outcomes and exceeding expectations is nurtured and rewarded.

1.3 INNOVATION, REPORTING AND IMPROVEMENT

- ▶ Procure and contribute to Business Intelligence data collection and analysis of the Faculty's research portfolio for strategic and operational planning rounds and university government reporting requirements.
- ▶ Work with the Manager, Research & Industry and the Associate Dean, Research to recommend or identify plans of action that will positively inform the Faculty's research strategy; providing input into strategic thinking on research priorities, objectives and delivery, particularly in relation to improving Faculty research performance.
- ▶ Support the Manager, Research and Industry in coordination and administration of research collections, including HERDC, DIISR, ERA.

1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Contributes to the compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant tertiary qualification with extensive relevant work experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Significant experience in research management within the University sector or in other research organisations, with a strong understanding of the processes and annual cycles of competitive research, and university data collections
- ▶ Proven ability to interpret complex policies and procedures and provide high quality advice to academic staff, graduate research students and professional colleagues
- ▶ Knowledge of the higher education sector, including research environments and legislative policy and funding factors affecting research in higher education, particularly with respect to HERDC Category 1-4 funding
- ▶ Demonstrated ability to guide and support academic staff in pursuit of research funding from a diverse range of sources
- ▶ Excellent prioritising, time-management and multi-tasking skills, with the ability to work effectively across a variety of projects

- ▶ Highly developed skills in written and verbal communication and proven ability to clearly communicate complex information and ideas in a succinct and concise way for a broad audience of stakeholders
- ▶ Capability to develop and progress a research agenda and plan for implementation.
- ▶ Technical expertise in the Microsoft Office suite of programs, databases and spreadsheets

2.2 DESIRABLE

- ▶ Demonstrated ability to create, analyse and interpret research performance data

3. *Job Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Research Coordinator reports to the Manager, Research and Industry and must have the ability to operate under broad direction, working with a high level of autonomy.

The incumbent will coordinate others to achieve objectives.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires the ability to interpret and apply often complex University and granting body policies, procedures and award conditions and assess the consequences of various courses of action.

The incumbent is expected to solve problems through the standard application of theoretical principles and techniques, while operating always within University policies.

The incumbent will contribute to the ongoing continuous improvement of Faculty processes.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent must have a broad understanding of the University, its culture and organisational structure and its policies and procedures relevant to this position.

The incumbent is an important source of advice to researchers regarding the formulation of research proposals which conform to University requirements and address relevant academic and administrative criteria. A keen awareness of any changes to these requirements, and the implications of these changes, is required. The position must use sound research, experience and personal networks to inform their judgement as to the most appropriate grants program to target and the likely chances of success, and provides information and advice to academic staff, general staff and research students. The quality of that advice will influence grant outcomes in key programs.

The position must have sound knowledge of relevant rules, regulations, processes and techniques which affect the work of grants processes and how they interact with other University systems and requirements and with the conditions set down by outside funding agencies.

3.4 RESOURCE MANAGEMENT

The incumbent supervisors one full time staff member and may be required to oversee the work of casual staff members and/or coordinate the work of others to achieve specific outcomes. There is no specific budget accountability for this role.

3.5 BREADTH OF THE POSITION

The responsibilities of the position are broad and varied, requiring the Engagement Coordinator to develop positive relationships within the Faculty and University and with external bodies and stakeholders.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FACULTY OF FINE ARTS AND MUSIC

<http://finearts-music.unimelb.edu.au/>

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>