

Position Description

College/Division:	ANU College of Health and Medicine ANU College of Science
Faculty/School/Centre:	Joint Colleges of Science (JCS) Administration
Department/Unit:	Research Management
Position Title:	Senior Research Management Officer (SRMO)
Classification:	ANU Officer Grade 6/7 (Administration)
Responsible to:	Assistant Manager, Research Management

PURPOSE STATEMENT:

The Senior Research Management Officer utilises their knowledge of research management to provide 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 Senior Research Management Officer is responsible for the provision of research administration, post-award processes, tailored advice to clients, analysis of data and subsequent implementation of policies, procedures and business processes as appropriate.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Management team within JCS 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 Joint Colleges 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 Colleges, across ANU, and to the community both nationally and internationally.

The Senior Research Management Officer reports directly to the Assistant Manager, Research Management. A close working relationship is also necessary with other College Research Development Officers, colleagues within Science Administration and in the University's Research Office and Legal Office, School Managers of the constituent areas of the Colleges, and researchers within the two Colleges.

Role Statement:

Under the broad direction of the Assistant Manager, the Senior Research Management Officer will perform the following functions:

1. Coordinate operational activities and provide high level and complex advice and services on a wide range of research matters, including operational planning, research governance, risk management, pre and post award management and research ethics, ensuring compliance with University policies and procedures, current legislation and/ or funding guidelines.
2. Assist with maximising funding opportunities by providing support to identify sources of funding and by providing strategic advice to the Colleges' stakeholders on all research management issues. Assist with the planning and staging of professional development programs for the Colleges' research community.
3. Establish and maintain effective liaison with academic staff, delivering high quality client services and fostering collaboration on all research management issues.
4. Assist with the management of mandated schedules and deadlines, liaising with internal and external stakeholders. Support the compilation and distribution of reports, ensuring that data is analysed by undertaking thorough investigative actions, producing accurate information presented with insightful and contextual recommendations and/or solutions.
5. Coordinate research management data collection and submission, as per Government and University requirements. This includes processing research management data, monitoring its integrity and accuracy and resolving data integrity issues.
6. Establish and maintain effective relationships with individual applicants, relevant sections of the Colleges, the University and external organisations including Commonwealth and State funding agencies and private non-profit organisations.
7. Contribute to new initiatives and provide input to develop and improve the University's research practices and processes, with a commitment to continuous improvement and best practice in research management and research service delivery. This includes the provision of training to relevant stakeholders.

8. Provide assistance in the coordination of various projects, ensuring timely and high-quality delivery, and in the mentoring and development of team members.
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
10. Perform other duties as requested, consistent with the classification level of the position and in accordance with the principle of multi-skilling.

SELECTION CRITERIA

1. Relevant degree with demonstrated experience in research management support in a complex organisation or an equivalent combination of relevant experience and qualifications/ training. Demonstrated experience in effective contract administration and project coordination will be highly regarded.
2. Sound knowledge of and demonstrated experience with contemporary research management practices with the ability to interpret and apply policies, procedures and legislative requirements to manage risk and compliance.
3. Demonstrated high level literacy, written and verbal communication skills with proven experience in the review of complex contracts and/or reports.
4. Demonstrated liaison skills with the ability to consult effectively with stakeholders in a culturally diverse environment.
5. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make influential recommendations on solutions.
6. Proven organisational skills and the ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management systems. Advanced skills in Excel will be highly regarded.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

Delegate Signature:		Date:	
Printed Name:		Position:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CMBE & CPMS	Dept/School/Section	Science Administration – Research Management
Position Title	Senior Research Management Officer	Classification	ANUO6/7 (Administration)
Position No.		Reference No.	

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
Enrolment on relevant OHS training courses should also be arranged – see 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

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"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
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):					

Supervisor's Signature:		Print Name:		Date:	
------------------------------------	--	--------------------	--	--------------	--