Australian National University

Position Description

College/Division:	Research & Innovation Portfolio
Department/Unit:	Research Funding and Contracts
Position Title:	Research Support Officer
Classification:	ANU Officer 5 (Administration)
Position Number	39418
Responsible to:	Manager, Research Funding
Number of positions that report to this role:	TBC
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The Research and Innovation Portfolio (R&I Portfolio) is responsible for the leadership, governance and overall strategic direction of research, the higher degree research (HDR) program, innovation and commercialisation, and research support activities. The priorities for the R&I Portfolio encompass leadership and effective governance of research and innovation endeavours at ANU and supporting the positioning of the University as a strong national resource.

The Research Support 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 Support 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 Support Officer works closely with the other members of the Research Funding team and with colleagues across campus, liaising with and providing quality advice and service to a variety of academic and professional staff. The Research Support 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, ensuring compliance with the University's policies and procedures, adherence to deadlines, data accuracy, and timely escalation of more complex aspects to the relevant team members.

Role Statement:

Under supervision of the Manager Research Funding, the Research Support Officer will:

1. Provide high quality administrative support to the area's research management portfolio, including supporting Research Services team with workload, and reviewing documentation for compliance against all relevant policies, procedures and guidelines.
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.

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. Perform other duties as directed, consistent with the classification level of the position and in accordance with the principle of multi-skilling.

SELECTION CRITERIA:

1. Relevant degree or demonstrated experience in a role providing administrative and operational support in a complex organisation, with a keen interest in research management.
2. Demonstrated ability to interpret and provide advice on policies, procedures and guidelines.
3. Demonstrated high level customer service and strong communication skills with the ability to write effectively with accuracy, and the ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high quality outcomes.
5. Demonstrated analytical skills with the ability to identify problems in own area and to participate in problem resolution, undertaking proactive investigative action, identifying and/ or managing risks, escalating complex matters when needed, and contributing to solutions, with a focus on continuous improvement.
6. High level computer skills with demonstrated experience using online information systems and the MsOffice suite, in particular Excel.
7. Demonstrated ability to generate complex reports and experience maintaining, editing/ proofreading information is required.

A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

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.

Supervisor/Delegate Name:		**Date:**	

References:

Professional Staff Classification Descriptors

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Research & Innovation Portfolio	**Dept/School/Section**	Research Funding and Contracts
Position Title	Research Support Officer	**Classification**	ANU 5
Position No.	39418	**Reference No.**	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System Handbook.
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at 2024_ANU Inherent Requirements Reference Table.pdf

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	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
Organizing events	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

PSYCHOSOCIAL HAZARDS (please specify):

OTHER POTENTIAL HAZARDS (please specify):