POSITION DESCRIPTION

POSITION TITLE: Research Administration Officer
DIVISION / SECTION: Corporate and Research Administration
SUPERVISOR: Research Administration Manager
CLASSIFICATION LEVEL: General Staff Level 7 or 8*
SALARY RANGE: GSL 7 $75,033 - $82,067
GSL 8* $84,411 - $95,662
STATUS (FTE): Full Time

SUMMARY OF POSITION:
The Research Office sits within the Corporate Division of the Menzies School of Health Research (Menzies) which is one of Australia’s leading medical research institutes dedicated to improving Indigenous health and wellbeing. Menzies’ current research is grouped into divisions focused on Child Health, Child Development and Education, Global and Tropical Health, Wellbeing and Preventable Chronic Disease, Epidemiology & Health Systems, and Education & Research Support.

This position will lead the research administration functions within a number of Menzies research divisions and provide specialist advice and services in relation to all pre and post award research processes. This position will work closely with all researchers within the division to develop new funding opportunities, enhance existing funding and build strong synergies with other divisions within Menzies and at Charles Darwin University (CDU). Key relationships will be built with the researchers, business managers, development team and the CDU Office of Research and Innovation (ORI) to expand and streamline the research administration functions within the division and is crucial to the grant processes within Menzies.

The successful person in this position will be able to manage work priorities within a number of team settings as well as work independently adopting a project management style approach. Key to this position is the ability to relate to a range of people including senior academics and understand a vast array of information in an academic setting.

PRIMARY RESPONSIBILITIES:
1. Provide specialist advice on all aspects of pre and post award research administration ensuring compliance with regulatory, organisational and contractual obligations.
2. Work with and assist researchers to prepare, develop and submit grant, tender and consultancy applications as well as development of ethics applications and compliance matters.
3. Manage research activity tracking and contract compliance for all post award grant, tender and consultancy matters.
4. Develop, manage and execute multi institutional contracts for Australian Competitive Grants and either coordinate or manage other contract matters with the Menzies legal office.
5. Collaborate and coordinate with the other RAOS to ensure all systems and processes are standardised and a culture of quality improvement is achieved, while ensuring effective communication of these processes to researchers and business managers.
6. Contribute to the maintenance of the research administration records management system and assist others in using relevant software (document management systems, bibliographic databases and other software specific to funding applications).
7. Take primary responsibility for entering research matters into the shared data repository for grants, tenders, consultancy and outputs (publications) in a timely manner.
8. Participate in implementation of research administration initiatives that support all aspects of research reporting including the strategic objectives of the organisation through collecting, reporting and monitoring research activity and outputs.

9. Maintain and develop key relationships including grant funding agencies.

10. Any other tasks as reasonably required by the supervisor, manager and/or Director.

**SELECTION CRITERIA:**

**Essential:**

1. Demonstrated high level written skills, including the ability to analyse information, prepare submissions, proposals and applications for funding.

2. A tertiary qualification in a relevant field and/or extensive experience in a relevant environment.

3. Demonstrated high level administration experience in an environment requiring attention to detail, working to strict deadlines preferably in a medical or academic environment.

4. Exceptional interpersonal, communication and liaison skills, including the ability to liaise effectively with internal and external stakeholders. Ability to work effectively with people from diverse cultural backgrounds, demonstrating understanding and sensitivity to cross-cultural issues.

5. Demonstrated ability to research, collate and prepare documentation in accordance with specified criteria.

6. Demonstrated ability to work as part of a team and independently, and to manage competing priorities, in order to meet stated objectives within short timelines.

7. Demonstrated problem solving ability through the use of initiative, application of judgement and interpretation of policy, regulation, guidelines, procedures and other instructional devices.

8. High level computer skills, particularly long document formatting, online forms, databases and spreadsheet software, preferably using the Microsoft Office suite and an ability to train others in the use of such software.

9. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

*Appointment to GSL 8 will only be made if applicants possesses and can demonstrate:

- postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- extensive experience and management expertise; or
- an equivalent combination of relevant experience and/or education and training.

**Desirable:**

1. Experience in an education/and or health research organisation.

2. Contemporary knowledge of current national and international research trends and research activity reporting.

**Approval:**

Christina Spargo  
Research Administration Manager  
Signature  
Date

David Blair  
Chief Operating Officer  
Signature  
Date
<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 7/1 ($)</th>
<th>Maximum Value GSL 8/5 ($)</th>
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<tbody>
<tr>
<td><strong>Gross Salary</strong> (position advertised across General Staff Levels 7 and 8)</td>
<td>$ 75,033.00</td>
<td>$ 95,662.00</td>
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<tr>
<td><strong>Superannuation</strong> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 10,504.62</td>
<td>$ 13,392.68</td>
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<td><strong>Salary Packaging Grossed Up</strong> (Based on utilising the full $16,040 salary packaging component plus the $5000 Meal Entertainment Card.)</td>
<td>$ 11,114.50</td>
<td>$ 12,146.56</td>
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<td><strong>Leave Loading</strong> (Payable on the first occasion that an employee takes annual leave after the completion of a full 12 months accrual)</td>
<td>$ 1,484.00</td>
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<td><strong>Total Salary Package</strong></td>
<td>$ 98,136.12</td>
<td>$ 122,685.24</td>
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