

POSITION DESCRIPTION

POSITION TITLE:	Research Administration Officer
DIVISION / SECTION:	Corporate Services
SUPERVISOR:	Research Administration Manager
CLASSIFICATION LEVEL:	General Staff Level (GSL) 7
SALARY RANGE:	\$84,184 - \$91,359
STATUS (FTE):	Full Time
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

ABOUT MENZIES:

Menzies School of Health Research (Menzies) is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement. Menzies works at the frontline, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

SUMMARY OF POSITION:

Menzies' current research is grouped into divisions focused on Child Health, Child Development and Education, Global and Tropical Health and Wellbeing and Preventable Chronic Diseases.

The Research Administration Office is part of Menzies Corporate Services division. The Research Administration Officer is responsible for a range of research administration functions across Menzies research divisions and provides specialist advice and services in relation to all pre and some post award research processes. This position will work closely with researchers to develop new funding opportunities, enhance existing funding and build strong synergies within all areas of Menzies. Key relationships will be built with the researchers, business managers, and development team to expand and streamline the research administration functions that support and maximise funding acquisition and grant management.

The successful candidate 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 to understand a vast array of information in an academic environment.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply

PRIMARY RESPONSIBILITIES:

1. Provide specialist advice on all aspects of pre award (and post award as required) research administration matters ensuring compliance with regulatory, organisational and contractual obligations.
2. Work with Menzies staff to prepare, develop and submit funding applications (grant, tender, consultancy), ensuring compliance for all submissions.
3. Manage research activity tracking and information for all pre award (and post award as required) grants, tenders and consultancy matters in a timely manner.
4. Collaborate and coordinate with the other Research Administration Officers to ensure all systems and processes are standardised and a culture of quality improvement is achieved, while ensuring effective communication of these processes to Menzies staff.
5. Contribute to the maintenance of the research administration records management system

- and instruct others in using relevant software (document management systems, bibliographic databases and other software specific to funding applications).
6. Participate in the implementation of research administration initiatives that support efficient collection, reporting and monitoring of research activity and outputs.
 7. Maintain and develop key relationships including with researchers and a range of grant funding agencies and philanthropic organisations.
 8. Any other tasks as reasonably required by the supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A tertiary qualification in a relevant field or extensive experience (at least four years) in a relevant environment or a combination of relevant training/education and experience.
2. Demonstrated high level writing skills, including the ability to analyse information and prepare submissions for funding.
3. Exceptional interpersonal, communication and liaison skills, including the ability to liaise effectively with internal and external stakeholders and the ability to gain knowledge in order to provide research administration advice to Menzies staff.
4. Ability to work effectively with people from diverse cultural backgrounds, demonstrating understanding and sensitivity to cross-cultural issues.
5. Demonstrated high level administration experience in an environment requiring consistent attention to detail, working to strict deadlines preferably in a research or academic environment.
6. Demonstrated ability to research, collate and prepare documentation in accordance with policies and/or specified criteria.
7. Demonstrated ability to work independently or as part of a team managing competing priorities often within short timelines.
8. Demonstrated ability to work under broad direction with the capacity to problem solve, utilise initiative and apply judgement.
9. High level computer skills, particularly long document formatting, online forms, databases and spread sheet software. Demonstrated experience in training others in a variety of software applications.
10. 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.

Desirable:

1. Australasian Research Management Society (ARMS) Accreditation.
2. Experience in an education/and or health research organisation.
3. Contemporary knowledge of current national and international research trends and research activity reporting.

Approved by: Menzies Human Resources

Date: 1st March 2019

GSL 7

PACKAGE COMPONENT	Minimum Value GSL 7/1 (\$)	Maximum Value GSL 7/4 (\$)
Gross Salary (position advertised as General Staff Level 7)	84,184	91,359
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	11,786	12,790
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,765
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,664	1,664
Total Salary Package	107,399	115,578