

# UNIVERSITY OF NEW ENGLAND

## POSITION STATEMENT

**Faculty:** The Professions  
**Position Title:** Research Development Coordinator  
**Reports To:** Academic Director

The Faculty of The Professions at UNE requires a dedicated and enthusiastic Research Development Coordinator to maintain the successful applications to the Australian Learning and Teaching Council (ALTC) (Awards and Grants). This position will support the Academic Director in maintaining and continuing the success of these programmes. The successful appointee will participate in developing other grant applications for the Faculty and thereby establishing coherent capacity building staff opportunities for successful grant applications.

### **Expected Duties:**

1. The development of grant applications under limited supervision either as a member of a team or, where appropriate, independently, and the production or contribution to the production of grant applications from that research.
2. Development of support materials and resources for use by staff (eg. Budget templates, writing templates etc).
3. Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars as appropriate.
4. Contributions to staff development seminars in relation to grant development.
5. Administrative functions primarily connected with Australian Learning and Teaching Council and other grant bodies as appropriate.
6. Attendance at meetings associated with research/grant development or the work of the organisational unit to which the position is connected and/or at departmental and/or Faculty meetings and/or membership of a limited number of committees.
7. The conduct of research under limited supervision either as a member of a team or, where appropriate, independently, and the production or contribution to the production of conference or seminar papers and publications from that research.

### **Essential Criteria**

1. Completion of a relevant degree
2. Demonstrated ability to conduct research under limited supervision either as a member of a team or, where appropriate, independently

3. High level knowledge of key research, theories, policies and practices in higher education, including current trends, challenges and reforms.
4. Demonstrated ability to prioritise work and meet deadlines.
5. Demonstrated excellent interpersonal, written and oral communication skills.
6. Demonstrated ability to write grant applications and undertake administrative skills relevant to the position.
7. Demonstrated experience in grant applications and development
8. Demonstrated ability to work independently.
9. Proven high level administrative and organisational skills.
10. Awareness of EEO & OH&S principles as they relate to this position.