

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and a smoke-free environment, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND
POSITION STATEMENT

SCHOOL/DIRECTORATE: Faculty of The Professions
POSITION TITLE: Research Project Officer
POSITION NUMBER: new position
REPORTS TO: Faculty Research Director
CLASSIFICATION LEVEL: Higher Education Officer Level 6
DATE CLASSIFIED: 5 May, 2009

DIMENSIONS OF POSITION: The Faculty of The Professions is committed to excellence in research. With over 170 academic staff across the disciplines of Education, Health, Business, Economics, Public Policy, Law and Medicine, the Research Project Officer will assist the Faculty to achieve its goals by providing specialist support for the development and submission of grant and tender applications; providing advice on the administrative management of grant or funding-related research projects, and by actively seeking out new funding opportunities based upon the Faculty's and the University's strategic objectives.

POSITION OBJECTIVES:

1. To demonstrate a high level of initiative in identifying and obtaining research funding and consulting opportunities for the Faculty's staff.
2. To provide specialist policy/procedural advice, administrative management of research projects and any associated administrative research to assist the academic staff in the Faculty in achieving its goals.
3. To research and develop networks to identify synergies and facilitate exchange of expertise.
4. To ensure compliance with and facilitation of the Faculty's and UNE's strategic research objectives

DUTIES: Under general direction from the Faculty Research Director

1. Work with the Faculty Research Director and members of the Faculty to develop research strengths in areas identified by the Faculty Research Committees by:
 - actively identifying research funding opportunities including requirements for grant submission;
 - proactively targeting Faculty academic staff with relevant expertise to submit applications, and
 - undertaking literature searches and reviews to scope projects.

2. Apply specialist knowledge to assist members of the Faculty to develop and write applications for research grants, consultancies and tenders. This includes providing authoritative advice and assistance to individuals or relevant Faculty committees (either by way of detailed reports, correspondence or verbally) on relevant policies and guidelines, ethics issues and project budget development.
3. Provide advice and support regarding administrative procedures for grant submissions, tenders, and research consultancies (including ensuring submission of material on a timely basis), reporting and tracking processes, and ensure compliance with the University's and relevant funding agency's guidelines, policies and contractual agreements.
4. Develop protocols or redefine procedures for the efficient development and submission of funding applications, identifying new responses to changing internal/ external circumstances or requirements. This also includes the subsequent successful communication of resulting changes to all relevant staff throughout the Faculty.
5. Plan, manage and prioritise own workload (on routine matters as well as project initiatives) both independently and as an active team member.
6. Consult with Research Services at UNE and with external organisations, research funding bodies and universities to facilitate exchange of expertise. Liaison with UNE's Research Services may involve:
 - collaboration in the development of flyers, written or electronic information and the communication of this material across the Faculty,
 - partnering with relevant staff in the development and delivery of professional development programs, training and workshops for researchers, and
 - providing assistance in the gathering of submissions for strategically important funding application rounds to relevant research bodies (eg. ARC, NH&MRC etc.).
7. Keep records of research funding opportunities identified.
8. Ensure the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety and quality assurance are applied in relation to the responsibilities of this position.
9. Any other duties appropriate to this classification and position, as required.

QUALIFICATIONS AND SELECTION CRITERIA:

- 1 Completion of a degree with relevant experience; or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge; or an equivalent alternative combination of relevant knowledge, training and/or experience.
- 2 Demonstrated knowledge of research funding opportunities and application procedures, including the written preparation of concise and effective applications for research funding relevant to the Faculty.

- 3 Demonstrated experience and high level skills in interpreting complex documents, policies and/or procedures and subsequently providing clear advice about their implementation
- 4 Demonstrated project administration/management and/or high level organisational skills including the capacity to develop and document budgets.
- 5 Demonstrated analytical skills and the capacity to think strategically.
- 6 Demonstrated ability to interpret complex policies and procedures.
- 7 Demonstrated ability to exercise initiative, independence and judgement, both individually and within a team.
- 8 Demonstrated superior interpersonal and communication skills, and the ability to solve complex problems and negotiate at all levels.
- 9 Demonstrated computer skills including experience in the use of spreadsheet, database and word processing software and the ability to learn how to use new software as required.
- 10 Awareness of OH&S, risk management, records management, quality assurance and EEO principles as they relate to this position.