

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

**THE UNIVERSITY OF NEW ENGLAND**  
**Position Statement**

**SCHOOL:** Education

**POSITION TITLE:** Research and Consultancy Officer

**CLASSIFICATION LEVEL:** Higher Education Officer Level 5

**DATE CLASSIFIED:** 6 November, 2008

**REPORTS TO:** Executive Officer, School of Education

**DIMENSIONS OF POSITION:**

The School of Education consists of approximately 130 members (Academic, Research, Honorary and General staff and on campus full time Postgraduate students), a Research Centre plus a very large number of casual staff (ranging from 75-100 people). The School caters for 4500+ undergraduate and postgraduate students.

**POSITION OBJECTIVES:**

This is a senior administrative position in the School and is responsible for managing the School's research, consultancy and other project activities. The role will also be responsible for undertaking duties associated with risk management coordination in the School. The position will support the Head of School and the Executive Officer in various aspects of the School's management, including committee organisation and participation.

**DUTIES:** Under general direction:

1. Provide high level specialist support, advice, organisational and administrative support to Academic Staff for the development of research grant applications, consultancies, paid outside work and other special projects within the School. Such advice and support would include budget development and budget reporting.
2. Development of a system of research and consultancy management procedures, including a database, to track and cross-reference all projects and staff commitments to projects and related activities, milestone and outcomes.
3. Provide high level support and advice to Academic Staff to ensure compliance with Faculty and University policies relating to research, consultancies and paid outside work. This requires extensive knowledge and ongoing review of the relevant policies and procedures, knowledge of the legal implications related to such matters and communication with Academic Staff, Research Services, Human Resource Services and the Financial Services Directorate.
4. Co-ordinate and manage the development and implementation of a documented process to streamline dissemination of procedures and promotional opportunities for research, consultancies and other projects within the School.
5. Provide regular written reports on research, consultancy and project activities in the School to individuals or School committees as required.

6. Undertake duties/responsibilities associated with the UNE Risk Management process in the School - at: <http://www.une.edu.au/risk-management/risk-management.php>
7. Provide high level administrative management support to the Executive Officer that may involve areas such as finance, staffing and academic workload.
8. Work with the Executive Officer to draft and edit any School Reports to meet UNE reporting lines, as relevant to this position.
9. Coordinate and document any relevant committee meetings and ongoing actions.
10. Be aware of and apply the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to this position.
11. Other duties as required and relevant to the position.

#### **QUALIFICATIONS AND SELECTION CRITERIA:**

1. Completion of a degree, or an associate diploma with a range of experience including appropriate relevant work experience, or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated high level skills to analyse and administer budgets and financial management tasks in a large and complex organisation.
3. Proven high level expertise in developing, redefining and interpreting procedures and policies relevant to this position.
4. Demonstrated organisational and project management skills with the ability to think strategically and meet organisational goals.
5. Demonstrated excellent skills and success when working as a member of a larger team as well as independently.
6. Demonstrated high level oral and written communication skills, including the ability to interact constructively with a broad range of clients and colleagues as well as preparing written reports.
7. Demonstrated high level expertise and experience in the use of word processing, spreadsheet, records management and database software and their effective use in administration.
8. Demonstrated planning, analytical and problem solving skills within more complex rules and guidelines.
9. Awareness of EEO and OH&S, risk management, records management and quality assurance principles as they relate to this position.