

RESEARCH PROJECT OFFICER POSITION DESCRIPTION

Position Title:	Research Project Officer	Position Number: 00016806	Faculty/Division: DVC(R) and VP
Classification:	HEO7	No. Direct Reports & Highest Classified Position: N/A	School/Branch: Research Branch
FTE:	Reports to: Manager, Research Systems & Collections	Fixed <input type="checkbox"/> Continuing <input checked="" type="checkbox"/>	Discipline/Unit: N/A
Position Summary:	<p>The Research Branch is positioned within the Division of the Deputy Vice-Chancellor (Research) and assists the University in achieving its goal of international distinction by providing support and assistance with:</p> <ul style="list-style-type: none"> Research funding opportunities Grant administration Research policy Research ethics and compliance administration Research related reporting and collections (Higher Education Research Data Collection (HERDC) publications collection and Excellence in Research for Australia (ERA)) <p>The provision of general and strategic advice to researchers and research leaders</p> <p>The Research Project Officer provides support for projects that require detailed specialist knowledge to deliver outcomes under existing guidelines, specifications and processes which may require adaptation within existing functions to achieve defined business objectives. The Research Project Officer will be expected to perform a range of data preparation and reporting tasks.</p>		
Position Characteristics:	Scope	Working with limited direction from the Manager, Research Systems and Collections within the Research Branch the Research Project Officer will monitor activities related to project work and administration which may vary in quantity and extent, depending on changing requirements related to the University's research effort.	
	Significant internal/external relationships	<ul style="list-style-type: none"> • Deputy Vice-Chancellor (Research) • Director, Research Branch • Research Branch Research Outputs Collection Team • Corporate Research Systems Project • Digital Services Librarians • Human Resources • Research Finance Officers • Associate Deans of Research (all Faculties) • Various academics and senior administrative staff in Faculty offices and School offices throughout the University of Adelaide. 	
	Special conditions	Reasonable workplace adjustments will be made for people with a disability. Out of hours work and interstate travel may be required. High-level of confidentiality and diplomacy are required	
	Delegations	Nil	

5	1	Plan and develop data collection processes and task coordination	<ul style="list-style-type: none"> ▪ Participate in the planning of data collection and verification processes for whole of University data collection for comprehensive reporting.
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			<ul style="list-style-type: none"> ▪ Prepare and where necessary present comprehensive reports for research related data. ▪ Support key meetings with academic and administrative staff throughout the University including with the preparation of agendas, agenda papers and with minute taking. ▪ Provide advice to the management and the University community on data collection guidelines. ▪ Document feedback and learnings from data collection and reporting activities.
	2	Administer and coordinate key data checks and verifications	<ul style="list-style-type: none"> ▪ Assist with the identification and logging of defects and the update of functional specifications. ▪ Undertake system integration and user acceptance testing, including the development and maintenance of test scripts, scenarios and related documentation. ▪ Develop, monitor, and undertake data validation checks and verification of key data for University reporting.
	3	Undertake project work	<ul style="list-style-type: none"> ▪ Interact with academic and professional staff in the University to plan and deliver agreed project objectives. ▪ Establish and maintain links with project stakeholders to ensure effective communication and coordination of the project processes. ▪ Provide regular project status reports. ▪ Monitor tasks, processes and progress to ensure the delivery of services effectively and efficiently as possible. ▪ Maintain pertinent project documentation.
	4	Support Research Branch and DVCR portfolio activities	<ul style="list-style-type: none"> ▪ Provide support to committees and working parties as required. ▪ Contribute within the Research Branch to the development, documentation, review and implementation of procedures.
Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> ▪ Plans ahead to see that all tasks are completed. ▪ Deals with conflicting demands quickly and calmly. ▪ Committed to meeting deadlines even with demanding timeframes.
		Communication	<ul style="list-style-type: none"> ▪ Adapts style and content of communication of ideas and information to match the audience. ▪ Uses appropriate communication methods for effective interactions with other team members and colleagues. ▪ Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood.
		Continuous learning	<ul style="list-style-type: none"> ▪ Develops and maintains personal and professional competence. ▪ Identifies personal development needs and pursues self-development through training and education. ▪ Turns mistakes into challenges and opportunities for learning. ▪ Undertakes regular review of work practices to identify areas for improvement.

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	Flexibility and Adaptability	<ul style="list-style-type: none"> ▪ Shows flexibility in coping with multiple and changing priorities. ▪ Adapts to changes in environment and work demands, working effectively with a variety of situations and people.
	Team Work	<ul style="list-style-type: none"> ▪ Provides appropriate information, support and encouragement to enable successful task completion. • Supports team members to achieve their goals by sharing workloads. • Actively participates in team meetings through sharing ideas and contributing to discussions. ▪ Exercises tact, tolerance and humour to promote team harmony.
	Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none"> ▪ Well-developed interpersonal communication skills with the experience in the supervision and management of staff in a team environment, and ability to effectively engage key stakeholders. ▪ Demonstrated ability to prioritise and manage operational work to a deadline within a complex organisation. ▪ High-level data collection and data analysis skills and knowledge, with demonstrated experience working with databases and reporting tools including experience with systems integration. ▪ Demonstrated capacity to evaluate and interpret complex rules, policies and procedures, and to exercise judgment and use initiative. ▪ Well-developed verbal and written communication skills including experience in report writing and summarise complex information appropriate to the audience. ▪ Well-developed ability and experience in working with the Microsoft Office Suite. ▪ High level data analysis skills, including experience with Microsoft Office suite, and knowledge and experience with databases and reporting tools. <p>Desirable</p> <ul style="list-style-type: none"> ▪ Understanding of the University sector, research, and related structures and processes in a research-oriented Institution. ▪ Knowledge and experience in project management.
Qualifications	<ul style="list-style-type: none"> ▪ A degree with at least four years subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training 	
Work Health, Safety and Wellbeing Requirements	<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's Health Safety and Wellbeing (HSW) Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 	

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University Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 	
Approvals: Head of School / Branch Manager	Head of School / Branch Manager Name: Signature: Date:	Director Human Resources Name: Signature: Date: