

Position Title	Research Support Officer
Group/Portfolio	Arts, Education and Law / School of Education and Professional Studies
Classification	HEW Level 7
Position Number	00064218
Reports To	Head and Dean, School of Education and Professional Studies
Employment Type	Fixed Term

1.0 Position Purpose

The Research Support Officer provides specialist advice, project leadership and operational support to the Head and Dean, Education and Professional Studies, and research leaders to strengthen research performance, research culture and research capacity across the School and the Griffith Institute for Educational Research (GIER). The role coordinates research development initiatives, supports the establishment and growth of research groups and strategic partnerships, enhances research visibility, impact and engagement, and provides analysis and advice to inform research strategy, planning, governance and decision-making. The position contributes to the implementation of School and GIER research priorities and strategic initiatives.

2.0 Eligibility Requirements

- A degree with appropriate work experience in a similar field; or extensive experience in a related administrative field.

3.0 Key Responsibilities

- Coordinate the development, implementation and evaluation of School and GIER research groups, research capacity initiatives and strategic research development projects.
- Provide specialist advice and project management support to the Head and Dean, research leaders and relevant committees on research priorities, opportunities and initiatives across the School and GIER.
- Coordinate grant development activities and support competitive funding applications including identifying opportunities, managing processes and facilitating collaboration across the School and GIER.
- Develop and implement communication and engagement strategies that enhance the visibility, reputation, influence and impact of School and GIER research.

- Manage research websites, researcher profiles and other communication channels to strengthen the research profile and external presence of the School and GIER.
- Develop and maintain relationships with schools, government agencies, industry, professional associations and community stakeholders to support research collaboration, engagement and impact.
- Coordinate activities that identify, document and communicate research impact, engagement and knowledge translation outcomes arising from School and GIER research.
- Analyse and report on research performance indicators, trends and outcomes and provide evidence-based advice to support research strategy, planning, governance, investment and decision-making in the School and GIER.
- Coordinate reporting and governance processes associated with School and GIER research priorities, initiatives and performance, including preparation of reports, briefing papers and performance dashboards.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).