

Position Title	Major Research Initiatives Officer
Group/Portfolio	Office of the Deputy Vice Chancellor (Research)
Classification	HEW Level 6
Position Number	00062089
Reports To	Senior Manager, Research Partnerships
Employment Type	Continuing

1.0 Position Purpose

Griffith University has established a Major Research Funding Framework that supports the identification, development and pursuit of major research opportunities where external investment will be required. These major research opportunities profile the University's research capability and expertise and contribute to the achievement of the University's Strategic and Research and Innovation Plans. The Framework is managed through and under the direction of the Office of the Deputy Vice Chancellor Research.

The Major Research Initiatives Officer works closely with the Senior Manager, Research Partnerships and the Research Development Team providing administrative and management support and project coordination for the effective operation of the University's Major Research Funding Framework including the development of high-quality major research funding applications.

The Major Research Initiatives Officer will work with staff across the Office for Research and the Office of the DVC Research undertaking high profile activities that will be visible to senior researchers and executive leadership from across the University, external partners and stakeholders. The position will need to liaise with several University elements in the delivery of key responsibilities.

2.0 Eligibility Requirements

- The occupant of the position will hold relevant tertiary qualifications and subsequent relevant experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Manage and develop the University's Major Research Funding information resources including databases, SharePoint and websites used by university managers, senior researchers and external partners.
- Oversee the maintenance of the University's pipeline record of major research initiatives to ensure the data quality is to a standard that can be used for senior management, governance reporting and workload planning purposes.
- Prepare reports, analysis and benchmarking of major research opportunities that will be used by senior leadership and university committees.

- Provide high level support to the Research Development Team in the development of major research funding applications, including coordinating internal and external facing workshops and seminars, making travel arrangements as well as monitoring budgets and timelines for deliverables.
- Contribute to producing high-quality, competitive research funding applications through the development of scheme compliant templates, track record analysis, preparing funding application documentation, monitoring progress in external systems and providing quality control on final applications.
- Undertake desktop research, including the collation and analysis of benchmarking data and other relevant information from external sources to inform decision making by senior researchers, University executives and management.
- Support the University's major research funding governance activities and processes including secretariat functions for the University's Major Research Funding Advisory Group which includes preparing agendas, discussion papers, minutes, and meeting actions.
- Monitor and raise awareness of major external research funding schemes.
- Coordinate and monitor major research initiatives, support budgets, process financial transactions and provide advice on budget expenditure.
- Prepare complex reports, correspondence and other documents for senior management and committees including liaising with internal and external stakeholders to obtain the required input and authorisations.
- Build and maintain strong and effective relationships with internal stakeholders to ensure the efficient delivery of services in a collaborative manner.
- Develop and contribute to continuous improvement to facilitate effective and consistent processes. This may include implementing and maintaining procedures and standards to ensure effective operations.
- 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 always communicate 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](#).