Position Title	Senior Research Development Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	HEW 8
Position Number	Multiple
Reports To	Deputy Director – Research Services, Office for Research
Employment Type	Fixed term

1.0   Position Purpose

The SRDO position is one of 13 positions within the Group Research Development Team currently reporting to the Deputy Director – Research Services, Office for Research. Each member of the Team is embedded within the Office of the Dean Research in an Academic Group or with a specific Research Institute. The role of the Group Research Development Team members is to provide support to the Dean Research to develop and facilitate growth, diversity and sustainability of the Group or Institute's portfolio of external research funding, spanning both competitive research grants and commercial/contract research opportunities. The SRDO role will ensure coordination of these activities with the policies, procedures and processes managed by the Office for Research, Griffith Enterprise, Griffith Graduate Research School, Advancement and Griffith International.

The Deputy Director – Research Services in consultation with the Dean Research will decide each SRDO's area of focus based on the Academic Group or Institute's research, income and impact goals.

2.0   Eligibility Requirements

- Completion of postgraduate qualifications and extensive relevant experience, or a combination of relevant knowledge, training and or extensive experience in higher education, research, industry or government. The completion of a PhD will be highly regarded.

3.0   Key Responsibilities

- Provide advice to the Dean Research on the Group's research income goals and strategies.

- Provide advice to researchers on specific funding opportunities including the preparation, review and drafting of applications to ensure competitiveness, maximising grant success, compliance with scheme requirements.

- Identify sources of international and national funding opportunities that align with the research capabilities of the Academic Group or Research Institute and coordinate both the distribution of these opportunities and facilitate discussion of the opportunities to pursue. Sources of funding will primarily be competitive external research grants and industry/government funded consultancy and commercial research but may extend to donations and international projects.

- Undertake track record assessments to determine researcher readiness for particular grant schemes and provide grant application strategy advice to support their research ambitions.

- Develop and implement Early Career Researcher grant application support processes and promote capability development training events made available through the Researcher Education and Development team.

- Identify, develop and deliver initiatives to researchers to develop proposal preparation, industry engagement, research collaboration, budget formulation and management and project management skills.

- Organise review panels, training workshops, grant writing retreats and pitching sessions for prospective grant applicants at Group level.

- Liaise with Office of Research's Research Development or Research Grants Teams and Griffith Enterprise on proposal preparation to ensure compliance with Office for Research and Griffith Enterprise policies and procedures.

- Identify and engage with industry and government to develop funding proposals or as required by the Dean Research to support Group initiatives.

- In conjunction with Research Development Team in the Office for Research provide agreed specialised support for Major Initiative Proposals.

- Contribute to a community of practice to share resources and knowledges and support other research development officers across the University and with Research Grants Preaward team.

- Support and maintain compliance with relevant legislation and University Policies and Procedures, including equity and health and 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 Others section of our [Capability Development Framework](#).