Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Research Training Coordinator
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / ARC Centre of Excellence for Transforming Human Origins Research
Classification	HEW 7
Position Number	TBC
Reports To	Chief Centre Operating Officer (CCOO)
Employment Type	Fixed term

1.0 Position Purpose

The Research Training Coordinator is responsible for the coordination, delivery and continuous improvement of the ARC Centre of Excellence's research training, mentoring and diversity development programs.

Reporting to the CCOO, the Research Training Coordinator will support the Chair of the Mentoring and Professional Development Working Group. The role supports the design and implementation of high-quality training initiatives for Higher Degree by Research (HDR) candidates, Early Career Researchers (ECRs), and other Centre participants. The position ensures that research training and professional development activities are delivered effectively, are aligned with ARC project requirements, and contribute to building national research capacity and capability. The role will ensure all research training programs are designed and delivered in ways that are culturally respectful and inclusive, incorporating guidance from Indigenous partners, Global South collaborators and community stakeholders, and upholding cultural protocols, and ethical research practice.

The role contributes to the delivery of the ARC Centre of Excellence for Transforming Human Origins Research by operating with a moderate degree of autonomy and contributes to establishing a collaborative, inclusive and high-performing research training environment across a multi-institutional Centre.

The ARC Centre of Excellence for Transforming Human Origins Research has been established to transform understanding of human origins through the integration of advanced scientific approaches with Indigenous, Global South and Western knowledge systems. The Centre is endorsed and funded by the Australian Research Council for a fixed seven-year term. The program is expected cease after this period with a review period conducted during the program at the mid-term point.

2.0 Eligibility Requirements

- The incumbent will hold relevant tertiary qualifications with at least 4 years relevant work experience, or an equivalent combination of relevant skills, knowledge and experience. Experience in the higher education sector is desirable.

3.0 Key Responsibilities

- Coordinate the planning and delivery of the Centre's research training and professional development program, including workshops, seminars, masterclasses and other capability-building activities, in line with agreed project milestones.

- Support the ARC Centre's need for development and implementation of structured training pathways for Higher Degree by Research (HDR) candidates and Early Career Researchers (ECRs), aligned with Centre objectives and researcher development needs.

- Provide program coordination and support for HDR candidates and ECRs across the Centre for the duration of the project, including onboarding, orientation and professional development activities.

- Coordinate Centre-wide HDR and ECR initiatives, including cohort meetings, seminars, networking activities, retreats and researcher development programs, to meet the Centre's project objectives.

- Develop, manage and strengthen relationships with Graduate Research Schools, partner institutions, funding bodies and other stakeholders to support HDR recruitment, candidature management, scholarships and completions within the Centre's funding term.

- Support and coordinate applications for HDR scholarships, stipends and other funding opportunities, including those provided by external funding bodies, philanthropic organisations and partner institutions in line with the ARC Centre requirements

- Undertake project-based initiatives to identify, develop and enhance pathways for Indigenous and Global South students from undergraduate study through to postgraduate research within the Centre.

- Develop and maintain high-quality training resources, guides, templates and digital materials that support consistent and effective delivery of research training activities across the ARC Centre.

- Coordinate cross-institutional training initiatives and researcher development activities across ARC Centre nodes, fostering collaboration, capability development and career progression.

- Organise and manage the logistics of training, professional development and Centre events, including scheduling, communications, travel, venues and associated resources, within agreed project timelines and budgets.

- Maintain accurate records and performance metrics relating to research training activities and contribute to ARC reporting, project milestone tracking, evaluation processes and continuous improvement initiatives.

- Ensure all research training and professional development activities comply with ARC funding requirements, University policies and relevant regulatory frameworks, while promoting best practice in equity, inclusion, Indigenous engagement, research integrity, cultural capability, health and safety, and responsible conduct of research.

- 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.

- Maintain 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 Others section of our Capability Development Framework