

Position Title	Research Support Officer
Group/Portfolio	Griffith Business School / Office of the Dean (Research)
Classification	HEW 6
Position Number	00054100
Reports To	00061985
Employment Type	Continuing

1.0 Position Purpose

The Research Support Officer (RSO) is responsible for providing high level research support services within the broader Group Research Services Team/Dean Research office.

Under broad direction, a RSO may be allocated to support research at a Group level, School/Department level or a Research Entity.

Within these roles the RSO will be responsible for providing a diverse range of research, administrative and communication support that contributes to the effective functioning of the Group's research operations which may also include the provision of support into the Group's Higher Degree Research (HDR) programs.

As a valuable member of the Group Research Services Team, the RSO role provides a shared resource to support the research work across the Group.

This position formally reports to the Manager, Group Research Services/Senior Research Support Coordinator, however, the position may sit amongst the Group's School/Departments or Research Entities who direct the day-to-day priorities and work of the RSO.

2.0 Eligibility Requirements

- The occupant of this position will hold a relevant degree; or an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Provide high level administrative research support to researchers under the guidance of Group research professional leaders which may include responding to HDR and research-related enquiries, manage generic email accounts, and handle correspondence with HDR candidates.
- Assist with research reporting requirements such as milestone and budget reports, and other routine correspondence related to research projects.
- Undertake operational, administrative and project work, including reporting on project resources, coordination of expertise across the University,

external engagement, and event management.

- Provide administration and management of the research budgets and accounts, and HR requirements related to active research projects.
- Preparation and/or analysis of data and reports to track research performance outputs (e.g. publications, income, HDR completions, HDR Milestones and candidature management).
- Manage and promote the Group, School and Research Entities strategic research programs including organisation and coordination of events.
- Review and update the School's research-related web/intranet content and draft marketing and communication content on research related matters.
- Provide high level administrative support to Research and HDR committees, including preparing agendas, taking minutes, and tracking action items. Assist with organising research/HDR events, workshops, and seminars.
- 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 Self section of our [Capability Development Framework](#).