Griffith UNIVERSITY
Queensland, Australia

Position Title	Research Support Officer
Group/Portfolio	Health Group
Classification	HEW 6
Position Number	000
Reports To	Manager, Group Research Services
Employment Type	Fixed Term

1.0   Position Purpose

The Research Support Officer (RSO) is responsible for providing high-level research administration and advisory support to Group researchers and support staff, and providing operational support for activities that enhance the research environment and organisational performance.

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

This position formally reports to the Manager, Group Research Services however, the position may sit amongst the Group's School 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 relevant qualifications, or an equivalent combination of relevant skills, knowledge and experience and/or education/training.

3.0   Key Responsibilities

- Provide expert guidance on end-to-end internal processes and systems for research administration to researchers.

- Provide high level assistance in the preparation of applications for research grants, submissions, establishment and ongoing management of research grants, including information gathering, interpretation of guidelines, policies, rules and procedures and preparing budgets.

- Assist researchers to manage the post-award compliance and reporting requirements of their research grants ensuring that the university operates within the terms of the agreement, including liaising with other university portfolios such as finance, human resources and the University Research Office or Griffith Enterprise.

- Undertake operational, administrative and/or project work to support the development and implementation of research operational and strategic plans including support to committees/working parties, coordination of expertise across the University, external

engagement, and event management.

- Operate under the guidance of the Manager, Group Research Service, to embed consistent and effective research administrative processes across the Group / Schools / Centres and assist with continuous improvement.

- Assist with research reporting requirements such as milestone and budget reports, annual reports and other routine correspondence related to research projects.

- Preparation and/or analysis of data and reports to track research performance outputs (e.g. publications, income, HDR completions).

- Initiate and foster professional relationships and networks with the University community, external stakeholders, professional bodies, and community organisations to support best practice in research administration

- 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.