

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

1.0 Position Purpose

The Senior Research Development Officer (SRDO) is one of a cohort of positions within the Group Research Development Team, reporting to the Deputy Director – Research Services, Office for Research. SRDOs are embedded within an Academic Group or Research Institute and provide strategic and operational support to the Dean Research (or Institute Director) to identify, develop, grow, and sustain the Group or Institute's portfolio of external research income.

The SRDO role supports research income generation across two broad streams:

- Consultancy and Commercial Research (CCR); and
- Competitive Research Grants.

Each SRDO position will usually have a primary focus on either CCR or Research Grants, as determined by the Deputy Director – Research Services in consultation with the relevant Dean Research/Director and, as it relates to CCR, Griffith Enterprise, reflecting the Group or Institute's research, income, and impact goals. SRDOs may work across matters other than their primary focus, as operational needs require and for professional development purposes.

The SRDO ensures that research development activities are aligned with and coordinated across the Office for Research, Griffith Enterprise, Griffith Graduate Research School, Advancement, and Griffith International, as required.

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

General SRDO Responsibilities

- Provide strategic advice to inform the Dean Research / Institute Director on research income priorities, including identifying and sharing external funding opportunities aligned to the Group or Institute's research strengths and strategic goals.
- Identify opportunities for cross-disciplinary project activities, working collaboratively with other members of the SRDO team to develop and submit proposals, when such opportunities arise.

- Undertake researcher track record and capability assessments to inform funding strategies and researcher development plans, including assisting staff to identify schemes best aligned to their expertise and experience.
- Identify, develop, and deliver capability-building training initiatives, including proposal development, collaboration, budget formulation and management.
- Organise and support internal review panels, workshops, retreats, and pitching sessions relevant to the Group or Institute's funding priorities.
- Liaise with relevant teams within the Office for Research and Griffith Enterprise to ensure proposals and projects comply with University policies, procedures, and funder requirements.
- Provide back-up support to other SRDOs as directed during peak periods, absences, or for business continuity purposes, and contribute to University wide communities of practice to share knowledge, resources, and continuous improvement.
- Support and promote the use of tools and systems that are available to researchers to engage effectively in research proposal development and activities.
- Undertake other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- 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.

Responsibilities when Supporting Competitive Research Grants

- Provide advice and hands on support to researchers in identifying, developing, and submitting competitive research grant applications, including assisting with the preparation, review, and drafting of grant proposals to maximise competitiveness and success, including ensuring alignment with scheme objectives and assessment criteria.
- Support development of application strategies for major state, national and international funding schemes.
- Develop and implement support processes for Early Career Researchers, including mentoring and referral to researcher development programs to assist in the achievement of successful outcomes for the Group/Institute.
- Organise and facilitate grant specific activities, including proposal writing workshops, mock peer review, and scheme specific briefings.
- Contribute to Major Initiative Proposals in conjunction with the Office for Research's Research Development team, as agreed.

Responsibilities when Supporting Consultancy and Commercial Research (CCR)

- Identify potential external commercial research opportunities and partnerships with industry and government organisations (e.g. contract research, government tenders/RFQs, consultancies, etc).

- Support and assist researchers to find and develop consultancy and commercial research opportunities.
- Assist with development of resources that position and showcase Griffith's research capabilities and expertise, to attract external research partnership opportunities.
- Provide advice and hands on support to researchers in identifying, developing, and submitting CCR proposals, including budget planning and costing, resource estimation, value propositions, and timelines, and work collaboratively with Griffith Enterprise to support negotiation, contracting, and approval processes, commensurate with the scale and complexity of the opportunity, to maximise competitiveness and success.
- Within the Group/Institute, implement strategies that build awareness and understanding of commercial considerations and imperatives amongst research staff and encourage consideration of CCR as an additional pathway alongside traditional research grants activity.
- Develop and implement support processes for researchers new to CCR, including mentoring and referral to researcher development programs to assist in the achievement of successful outcomes for the Group/Institute.

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](#).