| Position Title | Research Administration Officer |
|---|---|
| Group/Portfolio | School of Pharmacy & Medical Sciences, Health Group |
| Classification | HEW 5 |
| Position Number | 00062958 |
| Reports To | Prof Amanda Wheeler |
| Employment Type | Part Time - Fixed Term |

## 1.0    Position Purpose

Under general direction, this position is responsible for providing administrative and management support and assistance and support to Prof. Amanda Wheeler and her associated research role. This position requires effective communication, strong attention to detail and great prioritising of tasks and time management.

This role provides administrative and research support across multiple research projects. This may come in the form of administration of records, co-ordination of meetings, finance requests and actions, milestone reporting, travel bookings, communications and website content creation and other coordination activities.

## 2.0    Eligibility Requirements

- The occupant of this position will hold a Bachelor Degree or equivalent qualification and at least three years relevant work experience in an administrative and/or communications role, ideally within a higher education setting, or an equivalent combination of relevant skills, knowledge and experience.  Must have proven experience using Microsoft Office Suite and canva to create forms, powerpoint slides and infographics.

## 3.0    Key Responsibilities

- Provide high level research administrative support and personal assistance to Professor Wheeler in relation to research activities including development and maintenance of systems for record keeping, diary management, coordinating meetings (including agendas and post-meeting action sheets), travel coordination, room bookings, email management, and car bookings.

- Provide administrative assistance in the development and submission of papers prepared for publication, and maintain databases, online profiles and CVs associated with research publication and grant achievements.

- Perform routine research administrative and project work, including using Microsoft Offiice Suite and Canva to create and format correspondence,

presentations, reports and project applications.

- Establish, implement and monitor business support required for effective functioning of research projects led by Professor Wheeler.

- Provide administrative support to senior researchers and students, including liaising with the Research Students Office, as directed by Professor Wheeler.

- Review and update web content and generate content for social media platforms including graphics and images.

- Maintain/monitor financial records systems, monitor budget expenditure, and prepare financial reports.

- 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.

- Support 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.