

# POSITION DESCRIPTION



## Senior Research Administration Officer - BNHRC

### POSITION DETAILS

Position Title	Senior Research Administration Officer - BNHRC
Classification	Level 6
Position Number	7016428
School/Office	Hawkesbury Institute for the Environment
Division	Provost

### POSITION PURPOSE

The position supports the successful delivery of the externally funded NSW Bushfire and Natural Hazards Research Centre (BNHRC). The Senior Research Administration Officer supports the Research Centre through providing a high standard of administration and is responsible for a range of administrative processes. Specifically, the role will lead the management of the Centre's finances, and coordinate delivery of quarterly reporting. The Senior Research Administration Officer will also coordinate communication with the Centre's research partners.

### KEY ACCOUNTABILITIES

1. Responsibility for the Centre's financial management in accordance with the relevant delegations, which includes managing the Centre's budget and expenditure and ensuring adherence to funding rules. The Senior Research Administration Officer will liaise with Research Services on budgetary and contractual matters, including matters such as invoicing and receipts, travel booking, and expenditure allocation. This will also include providing researchers from within the Centre with guidance on finance and travel processes.
2. Prepare and submit accurate up-to-date annual reports, quarterly reports, and the final report for the Centre. This will include coordinating the delivery of project-level reports prepared by researchers.
3. Implement the contractual arrangements for the operation of the Centre, including managing sub-contracts with research partners at external universities.
4. Provide the first point of contact for administration and management matters relevant to the Centre.
5. Other tasks commensurate with the level of this position.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary qualification in a relevant discipline and equivalent professional administrative training and experience, or in the absence of such qualifications, extensive professional administrative training and experience.
2. Capacity to manage administrative processes and functions including the ability to efficiently and effectively assess operational needs.
3. Ability to maintain professional working relationships with academic and professional staff across the entire University and external partners.
4. Ability to work independently and as part of a team.
5. Demonstrated organisational and time management skills, including the ability to prioritise, problem solve, monitor workflows, pay attention to detail and meet deadlines.
6. Excellent written and verbal communication skills, with the ability to prepare high-quality reports for non-technical audiences. Familiarity with the use of AI for efficient compilation of reporting, while maintaining high ethical standards in its use.

## KEY RELATIONSHIPS

- **This position reports to:** Associate Professor in Fire Science
- **This position supervises:** N/A
- **Key internal relationships:**
  - Institute Manager
  - Supervisor
  - Colleagues in the Centre and across the University
  - HDR candidates
- **Key external relationships:**
  - Our external University partners (from five universities)
  - Our Indigenous community organisation partner
  - Other NSW government agencies partnered with the Centre.

## CHALLENGES

- Coordinating the delivery of a unified Centre report, including financial reporting and milestone reporting, derived from a portfolio of 50 research projects across multiple research partner organisations.
- Maintaining the Centre's operations within tight fiscal constraints.
- Maintaining relationships within the University, across research institutions and across government agencies.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by:** Lead People and Culture Partner (Provost)

**Date:** 25/05/2026