

POSITION DESCRIPTION



Senior Research Officer



POSITION DETAILS

Position Title	Senior Research Officer
Classification	HEW 8
Position Number	7007074
School/Office	Institute for Culture and Society
Division	Provost

POSITION PURPOSE

The Senior Research Officer leads the development and implementation of strategies to support the research activity of the Institute, including support for the Young & Resilient Research Centre (YRRC) and Urban Transformations Research Centre (UTRC). The role drives continuous improvement in the administration of research at the Institute, ensuring effective management of research budgets, contracts, compliance, and strategic initiatives. While based at the Institute, this role coordinates researcher development programs for the ICS and across Faculties at the University.

The Senior Research Officer works with Institute Academic and Professional staff, Research Services, Faculty, Institutes' and Research Centres' staff, and other business units to provide high level support and advice to the ICS Director of Research and to coordinate the day-to-day management of research activities of the Institute.

KEY ACCOUNTABILITIES

1. Coordinate internal review and approval processes at the Institute to support the preparation and submission of competitive research grant applications, tenders, and other documents necessary to secure research income.
2. Oversee procedures that enable efficient and compliant research activity at the Institute, including oversight of research budgets, contracts, and reporting processes.
3. Develop and coordinate researcher training and development initiatives relating to research funding and compliance for the Institute and across faculties at the University.
4. Develop and coordinate internal funding programs for the Institute and across the Faculties that support the development of research income.
5. Provide expert guidance to academic staff on funding rules, eligibility, and compliance requirements.

6. Maintain accurate records of grant applications, contracts, and reporting obligations.
7. Work with Business Development and Research Officers in Faculties and Research Services, and liaise with funding bodies, government agencies, and business partners to support research collaborations.
8. Lead continuous improvement of research support processes and systems.
9. Lead and mentor the Institute Research Officer and Administrative Officer, Research to ensure consistent and effective research project support services.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A research degree, research training and equivalent high level relevant research experience; demonstrated understanding of the modalities of research, particularly in the Humanities, Arts, and Social Sciences and cross-disciplinary projects.
2. High level knowledge and understanding of the higher education sector and knowledge of the research environment and funding schemes, including experience in the strategic review and preparation of proposals in the collaborative research space.
3. Demonstrated expertise in managing research projects, ensuring regulatory compliance.
4. Demonstrated interpersonal skills: ability to deal with a wide range of people and interests; ability to negotiate effectively and encourage participation of groups and individuals in research development.
5. Demonstrated high level of written and oral communication skills, including experience in writing research reports and grant applications.
6. Well-developed project management, administrative and organisational skills, including the ability to meet strict deadlines.

KEY RELATIONSHIPS

- **This position reports to:** Institute Manager
- **This position supervises:** Research Officer (HEW 6), Administrative Officer, Research (HEW 5)
- **Key internal relationships:**
 - Institute Director of Research and Academic staff
 - ICS Senior Business Development Officer
 - YRRC and UTRC Co-Directors, Academic and Professional staff
 - Research Services Research Income Team
 - Faculty Research Team and Academic staff
- **Key external relationships:**
 - Funding bodies
 - Partner institutions
 - Research partner organisations

CHALLENGES

- Navigating complex compliance and funding requirements across diverse research projects.
- Managing complex and time-sensitive grant submissions across diverse funding schemes and stakeholders.
- Supporting researcher development at and beyond the Institute, liaising with a wide range of internal staff in a dynamic academic environment.
- Leading change and process improvement within established systems and structures.

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: Chief People Officer

Date: 17 April 2026