

POSITION DESCRIPTION

Research Support Officer



POSITION DETAILS

Position Title	Research Support Officer
Classification	HEW 6
Position Number	TBD
School/Office	Research Services
Division	Research and Innovation

POSITION PURPOSE

This role is responsible for the administrative management of the research income lifecycle, working with academic staff to develop, submit and manage competitive research grants, tenders, and all forms of research income.

KEY ACCOUNTABILITIES

1. Support the preparation and submission of competitive research grant applications, tenders, and other documents necessary to secure research income.
2. Coordinate internal review and approval processes for research funding proposals.
3. Provide guidance to academic staff on funding rules, eligibility, and compliance requirements.
4. Maintain accurate records of grant applications, contracts, and reporting obligations.
5. Liaise with funding bodies, government agencies, and business partners to support research collaborations.
6. Monitor project milestones and complete financial and progress reporting.
7. Contribute to continuous improvement of research support processes and systems.
8. Assist in training and development initiatives related to research funding and compliance.
9. Contribute to a fair, supportive and inclusive workplace culture

QUALIFICATIONS, EXPERIENCE, SKILLS

1. A degree qualification and relevant experience or equivalent.
2. Experience in research administration, grant or business management within a university or research environment.
3. Knowledge of research funding schemes, tenders and their administration across the research income lifecycle.

4. Strong communication and interpersonal skills applied to high quality service provision.
5. Excellent organisational skills and ability to manage multiple priorities.

KEY RELATIONSHIPS

This position reports to: Senior Research Support Officer

This position supervises: None

- Academic staff
- Finance
- School and Faculty professional staff involved in research opportunities and administration
- Government funding agencies
- Industry and business partners
- Research collaborators

CHALLENGES

- Managing complex and time-sensitive grant and tender submissions across diverse funding schemes and stakeholders – including business, government and for-purpose sectors.
- Ensuring compliance with funding rules and University policies.
- Balancing high-volume administrative tasks with quality service delivery.
- Adapting to evolving research funding landscapes and reporting requirements

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: Office for People

Date: 5 October 2025