

POSITION DESCRIPTION



Senior Research Program Coordinator



POSITION DETAILS

Position Title	Senior Research Program Coordinator
Classification	Level 7
Position Number	7013163
School/Office	Hawkesbury Institute for the Environment
Division	Provost

POSITION PURPOSE

The Senior Research Program Coordinator cultivates and manages external research partnerships on behalf of the Hawkesbury Institute for the Environment. Building upon a strong network of contacts within industry and government organisations, the Senior Research Program Coordinator fosters communication and drives collaboration between key partners and researchers.

The Senior Research Program Coordinator fosters the development of strategic research programs aligned with the Institute's priorities in the broad areas of horticulture, agriculture, forestry, ecology and environment through strategic partnerships with government and industry both nationally and internationally.

More broadly, the Senior Research Program Coordinator provides advice and guidance on all matters related to external research funding and supports the promotion of research funding opportunities across the Institute and school-based collaborators. The preparation of business cases, interpretation of funding rules, assistance with grant and budget development is expected.

KEY ACCOUNTABILITIES

1. Manage research partnerships with industry and other funders including leaders in the community, industries and businesses to support Institute-led research both nationally and globally. Coordinate industry visits and organise meetings with partners. Foster communication through ongoing collaboration with key partners ensuring two-way transfer of knowledge. Liaise with SAO, Services & Operations to promote partnership activities via social media.
2. Act as the administration point of contact for new funding applications. Provide advice on funding rules and guidelines, business cases, provide feedback on written applications, and prepare research budgets.

3. Support business cases and coordinate the development of large-scale strategic research programs following advice and direction from Institute leadership, researchers and funders.
4. Regularly review researcher portals such as Research Professional and Grant Connect to provide reminders about deadlines for the submission of funding applications to HIE and school-based collaborators.
5. Coordinate the Industry internship program with Hort Innovation.
6. Establish and maintain a strong network of personal contacts within university, industry and government organisations and attend relevant industry conferences.
7. Liaise with relevant areas at Western in supporting priorities in transnational research and education initiatives.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A degree qualification in a relevant discipline (horticulture, agriculture, or environment science) and equivalent professional research and administrative experience.
2. Demonstrated experience in partnership management & engagement, preferably in a research or higher education environment.
3. Demonstrated experience in project management, including project planning and managing budgets effectively in line with funding agreements.
4. Demonstrated knowledge of research and/or industry priorities relevant to the Hawkesbury Institute.
5. Experience in providing high level research project development support in an advisory capacity preferably in an academic environment with pre and post award grant management skills.
6. High-level oral, interpersonal, and written communication skills, with a demonstrated ability to establish and maintain professional working relationships with external agencies and senior staff within an organisation.
7. Demonstrated high level of organisational skills, including the ability to meet tight deadlines, prioritise tasks, and deliver effective and timely outcomes.

KEY RELATIONSHIPS

- **This position reports to:** Institute Director
- **This position supervises:** N/A
- **Key internal relationships:**
 - Director of Research
 - Institute Manager
 - Colleagues within the Institute and across the University
- **Key external relationships:**
 - Research Organisations
 - Industry Associations and Groups
 - Government Agencies (federal and state)
 - Community Groups

CHALLENGES

- Navigating competing priorities across multiple stakeholder groups while maintaining service quality.
- Building collaborative teams for new research funding applications.
- Responding to evolving researcher needs and expectations in short timeframes.
- Maintaining attention to detail in budget preparation and research management aspects of the role.

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: 25/05/26