

# POSITION DESCRIPTION

## Senior Research Support Officer



### POSITION DETAILS

<b>Position Title</b>	Senior Research Support Officer
<b>Classification</b>	HEW 8
<b>Position Number</b>	TBD
<b>School/Office</b>	Research Services
<b>Division</b>	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. The Senior Research Support Officer is a subject matter expert in multiple areas of research income generation and leads a small team ensuring deadlines are met and activities are undertaken to the highest possible standard.

### KEY ACCOUNTABILITIES

1. Support the preparation and submission of competitive research grant applications, tenders, and other documents necessary to secure research income.
2. Develop future research opportunities across all income types and phases of funding lifecycle administration.
3. Coordinate internal review and approval processes for research funding proposals.
4. Provide expert guidance to academic staff on funding rules, eligibility, and compliance requirements.
5. Maintain accurate records of grant applications, contracts, and reporting obligations.
6. Liaise with funding bodies, government agencies, and business partners to support research collaborations.
7. Monitor project milestones and complete financial and progress reporting.
8. Contribute to continuous improvement of research support processes and systems.
9. Assist in training and development initiatives related to research funding and compliance.
10. Lead and mentor Research Support Officers to ensure consistent and effective grant and business support services.

### QUALIFICATIONS, EXPERIENCE, SKILLS

1. A degree qualification and relevant experience or equivalent.
2. Extensive 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. Outstanding communication and interpersonal skills applied to high quality service provision.
  5. Excellent organisational skills and ability to manage multiple priorities.
  6. Experience in managing high performing staff within an inclusive and supportive workplace.

## KEY RELATIONSHIPS

**This position reports to:** Team Lead, Research Support

**This position supervises:** Two Research Support Officers

- 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.
- Supporting staff engagement and wellbeing within a high-volume service area.

## 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.