

POSITION DESCRIPTION

ICS Research Officer



POSITION DETAILS

Position Title	Research Officer
Classification	HEW 6
Position Number	7002446
School/Office	Institute for Culture and Society
Division	Provost

POSITION PURPOSE

The Research Officer is responsible for research administration and assisting with research development through support for project applications and management; preparation of reports; preparing and tracking budgets; processing project risk assessments, Casual Work Orders, Non-Salary Item (NSI) Pre-Approval Requests and approvals processes; and provision of advice around monthly project budget balance available reports. The Research Officer is required to work autonomously within the broad guidelines of the position and perform work assignments guided by policy, precedent, professional standards and managerial expertise.

The role supports a wide range of administrative tasks that ensure the Institute's research projects are fiscally and regulatorily compliant with funder guidelines and University policy.

KEY ACCOUNTABILITIES

1. Project Administration
 - Provide project management advice as appropriate, including advising researchers about regulation, budgeting, policy and procedures related to research projects
 - Convene project establishment meetings and provide support for post-Award-related meetings
 - Undertake administrative tasks related to post-Award project support, including assisting with project subcontracts; processing approvals, project risk assessments, service contracts and Casual Work Orders
 - Ensure appropriate records management compliance through effective record-keeping and compliance with relevant University policies

- Maintain accurate records of research projects, project budgets and reporting obligations.
2. Financial Administration
 - Assist with project-related post-Award financial processes including budgeting, financial reporting; provision of monthly project budget balance available reports; processing NSI expense pre-approvals; raising invoices and Purchase Orders
 - Help CIs ensure that project budgets remain on track and comply with agreements
 3. Pre-Award Support
 - Provide input into ICS research development, participate on ICS Research Committee
 - Support the coordination of research development activities
 - Assist in the preparation of grant applications, including development of budget proposals
 - Contribute to coordinating grant applications and approvals.
 4. Undertake other duties as directed
 - Other duties relevant to the classification level, including assistance with pre-Award administration

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Completion of a Research Degree and relevant work experience in research and financial administration; or an equivalent combination of relevant experience as a research assistant in a tertiary institution and/or education/training.
2. High level of computer literacy skills, including relevant experience in word processing, spreadsheets, data processing, CMS and research-related apps and programs.
3. Demonstrated analytical skills, ability to analyse data and compile reports.
4. Well-developed oral and written communication skills, including the ability to liaise with management, staff and external agencies and establish effective professional relationships.
5. Proven ability to work as a research team member or independently as required.
6. Demonstrated organisational and time management skills including the ability to work well under pressure and prioritise competing tasks.

KEY RELATIONSHIPS

- **This position reports to:** Senior Research Officer
- **This position supervises:** Nil
- **Key internal relationships:**
 - Institute Director of Research
 - ICS Members – including project CIs and project-based casual Research Officers
 - Research Centres, including Young and Resilient Research Centre and Urban Transformations Research Centre
 - Institute research support staff
 - Finance and Research Services
- **Key external relationships:**
 - Funding bodies
 - Suppliers of services or goods

CHALLENGES

- Navigating complex compliance requirements across diverse research projects
- Ensuring accuracy of information is provided whilst using multiple University wide systems to access records and financial data.
- Regular liaising with multiple internal and external stakeholders in supporting the operational needs of the Institute's research projects, which affects the reputation of the Institute and requires strong organisational and interpersonal skills.
- Continuously improving processes.

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: People and Culture Partner

Date: 22 May 2026