

POSITION DESCRIPTION



WESTERN SYDNEY
UNIVERSITY

Senior Officer, Research Infrastructure Partnerships & Operations



POSITION DETAILS

Position title	Senior Officer, Research Infrastructure Partnerships & Operations
Classification	HEW 8
Position number	Casual
School/office	Faculty of Health
Division	Provost

POSITION PURPOSE

The Senior Officer, Research Infrastructure Partnerships and Operations leads the Faculty of Health's involvement in establishing and operationalising a new research building shared across research partners. The role is the Faculty's key liaison point, coordinating Faculty requirements and contributions across planning, commissioning, transition and ongoing operations. Working with established governance committees and relevant University and partner teams, the position provides advice, prepares information and supports implementation of agreed decisions to enable safe, effective and sustainable use of shared research infrastructure.

KEY ACCOUNTABILITIES

1. Lead the Faculty of Health's participation in planning, commissioning, transition and operational readiness activities for the new shared research building, ensuring Faculty requirements are clearly identified, coordinated and progressed.
2. Act as the principal Faculty liaison with research partners, researchers, University service areas, project teams and facility operators, building productive relationships and maintaining clear communication across organisational boundaries.
3. Develop and implement Faculty operational plans, processes and service arrangements for access, onboarding, utilisation, shared equipment, space coordination and day-to-day engagement with the facility.
4. Support established governance committees by preparing advice, briefings, reports, recommendations, risk information and implementation updates, and coordinate Faculty actions arising from committee decisions.
5. Coordinate the Faculty's transition from project delivery to business-as-usual operations,

integrating people, systems, services, documentation and responsibilities needed for an effective opening and sustained operation.

6. Analyse and resolve complex operational and stakeholder issues within the Faculty's remit, escalating matters appropriately and recommending practical solutions that balance research, partner, safety, compliance and service requirements.
7. Monitor Faculty readiness, operational performance, risks and emerging requirements, using evidence and stakeholder feedback to recommend and implement continuous improvements.
8. Represent and advocate for Faculty research needs in cross-partner forums while aligning Faculty activities with agreed building-wide governance, policies, protocols and operating arrangements.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualification in Education, Business, or a related field.
- Relevant postgraduate qualification and extensive relevant experience; management expertise and extensive experience; or an equivalent combination of relevant experience and education or training.
- Extensive experience coordinating complex research infrastructure, facilities, major projects, research operations or shared service environments involving multiple stakeholders.
- Demonstrated ability to develop and implement operational plans, processes and service arrangements in a complex organisation.
- Highly developed stakeholder engagement, negotiation and liaison skills, with the ability to work effectively across partner organisations, disciplines and professional groups.
- Demonstrated capacity to provide high-level advice, prepare governance papers and translate committee decisions into coordinated operational action without holding formal governance accountability.
- Strong analytical judgement and problem-solving capability, including the ability to identify and manage operational risks, dependencies and competing priorities.
- Excellent written and verbal communication skills, including the preparation of executive briefings, reports, recommendations and presentations for diverse audiences.
- Knowledge of relevant work health and safety, risk, compliance and quality requirements in research, health, laboratory or complex facility environments.

KEY RELATIONSHIPS

- **This position reports to:** Operations Manager
- **This position supervises:** Nil
- **Key internal relationships:**
 - Dean and Faculty Executive Dean
 - Faculty and School Leadership
 - Faculty and school research leaders, researchers and research support professional staff
 - University research, infrastructure, facilities, digital, finance, procurement, safety and risk teams
- Key external relationships:

- Local Health Districts and hospital staff;
- Research partner organisations and their representatives
- Building project, commissioning and facility operations teams

CHALLENGES

- Navigating competing priorities across multiple stakeholder groups while maintaining service quality.
- Coordinating Faculty requirements within a shared building where decisions and operating arrangements depend on established multi-partner governance and collective agreement.
- Managing the interdependencies between building delivery, commissioning, researcher readiness and ongoing operations while responsibilities are distributed across multiple organisations and service teams.
- Resolving complex operational issues and competing stakeholder priorities without direct authority over all contributing teams or partners.
- Establishing practical, sustainable Faculty arrangements that meet research needs while aligning with building-wide safety, compliance, access and resource constraints.

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 (Faculty of Health)
Date: 25 Aug 2026