

Faculty of Health

Research Administration Officer

School of Medicine and Public Health

Position No. EOI RAO1

General Information

The School of Medicine and Public Health undertakes a wide range of research with a focus on community health benefits at both a local and international level. Research is undertaken within disciplines, as well as in conjunction with a number of research groups and centres.

The School is seeking expressions of interest from suitably qualified Administration professionals to fulfill the diverse and demanding role of Research Administration Officer.

Based at the John Hunter Hospital precinct of the University, this position is available as either a full-time or two part time fixed-term contracts for 3 months, with the possibility of further employment depending on performance and funding availability.

Position Description

ROLE:	Research Administration Officer
HEW LEVEL:	HEW Level 5/6
FACULTY/DIVISION:	Faculty of Health
SCHOOL/UNIT:	School of Medicine and Public Health
IMMEDIATE SUPERVISORS:	Executive Officer and Deputy Head of School (Research)

Role Statement

Provide high level administrative support for research activities within the School of Medicine and Public Health.

Role Description

The Research Administration Officer will be responsible for (but not limited to) the following:

1. Research Higher Degree (RHD) Student/Supervisor Administration:
 - Maintain database of current SMPH RHD Students
 - Provide administrative support to RHD Coordinator/s
 - Coordinate RHD student first-year confirmation process
 - Assist with RHD student recruitment
 - Co-ordinate dissemination and collection of RHD student progress reports and RHD student applications
 - Assist with RHD student induction, particularly at the School level
 - Administer Research Training Scheme allocation to RHD students
 - Coordinate and promote training workshops and other teaching activities for RHD students and supervisors
 - Disseminate information regarding University-based and external awards, grants, scholarships and activities to School RHD students
 - Reporting to School, Faculty and University on RHD students as required.

2. The School's Research Advisory Group (RAG) administration:
 - Coordination of RAG meetings including organisation, agendas, minute taking and follow-up activities.
 - Produce reports to and on behalf of RAG as directed
 - Advise RAG of any University/Faculty policy that has implications for the School's research activities.
3. School Research Financial administration:
 - Manage effective and efficient database to determine infrastructure funding allocation based on research activities of School members
 - Produce reports, procedures and guidelines for the allocation of infrastructure funding
 - Implement and administer Research Quality Framework (RQF) as it applies to the School within the University's framework
 - Allocate infrastructure funding to Researchers based on allocation database, as directed by Research Advisory Group
 - Assist with management and administration of School Research and Project accounts.
4. Research Performance Improvement assistance:
 - Under direction of RAG, provide assistance to School Researchers to increase research performance
 - Promotion of School research success
 - Disseminate information regarding University-based and external awards, grants and fellowships to School researchers
 - Produce reports on the School's research performance as required.
5. Develop and maintain Standard Operating Procedures for main functions of position.
6. Being familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance, Records Management and Occupational Health and Safety in the performance of the responsibilities of the position.
7. Undertaking any other duties relevant and appropriate to this level.

Selection Criteria

1. A degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
2. Well developed interpersonal and communication skills (oral and written).
3. A high level of organisational skills including the ability to set priorities and meet competing work demands and deadlines.
4. Demonstrated ability to perform administrative/clerical duties professionally and efficiently.
5. Demonstrated computer skills including proficient use of Microsoft Word, Access, Excel, PowerPoint, electronic mail and internet.
6. Demonstrated high level skills of effective database management.
7. Capacity to develop a working knowledge of University policies and procedures including the University's electronic financial management system and student administration system.
8. Demonstrated capacity to work unsupervised and as a member of a team.
9. Understanding of Equity and Diversity and Occupational Health and Safety principles.
10. It is desirable that the successful applicant also possess the following:
 11. Previous experience in a research environment.
 12. Experience in working in an educational/medical environment.

Conditions and Benefits

HEW Level 5 \$47,051-\$54,582 per annum

HEW Level 6 \$54,582-\$60,227 per annum.

Salary level within this range will be dependent on the qualifications and experience of the successful applicant.

The basic contribution for superannuation will be made by the University into Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is not available with this appointment.

The successful applicant will be offered employment on an Australian Workplace Agreement (AWA). You may choose to have your conditions of employment covered by an AWA or a Certified Agreement.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:
<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Judy Melville on 49217774 or Deborah Hall on 49855766.

Related Links

- [School of Medicine and Public Health Web Page](#)
- [University of Newcastle Annual Report](#)

Closing Date

Expressions of interest close on Sunday 10 August 2008.

Note: All applications must include a statement addressing each selection criteria.

All applications must include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

How to Submit Your Application

To express your interest in this position, please email your application, including cover sheet and statement addressing the selection criteria to:

Sarah-Jane.Tasker@newcastle.edu.au or contact 49215279.

The University values [equity and diversity](#).