

POSITION DESCRIPTION

ORGANISATION:

Natural Hazards Research Australia

POSITION:

Research Services Project Officer

LOCATION:

Brisbane, Melbourne or Sydney

REPORTS TO:

Research Services Manager

CONTEXT

Natural Hazards Research Australia (the Centre) focuses on outcomes that will:

- Protect human life and minimise harm and suffering – towards zero preventable deaths.
- Contribute to well-prepared and resilient communities that are better informed of the risks associated with natural hazard exposure, are informed about strategies for mitigating the impacts from natural hazards and are able to make informed decisions if faced with a potential disaster.
- Translate research into action, maximising translation and implementation of research outcomes.

In delivering the strategy, the Centre will build Australian capability through:

- Strengthening relevant research capabilities.
- Supporting the development of sustainable research and its translation capabilities within research provider and end-user organisations.
- Strengthening and expanding the appropriate knowledge networks.

The Centre focuses on natural hazard resilience and disaster risk reduction to support the needs of a variety of critical stakeholders – including disaster resilience agencies and communities – in preparing for, responding to and recovering from disasters caused by natural hazards.

The Centre involves a large number of participants drawn from government, private and not-for-profit sectors across Australia. The Centre has a strong focus on delivery of useable outputs to enhance the safety, resilience and sustainability of communities.

Utilisation (translation and implementation) of the knowledge and other outcomes from the Centre's activities is an important activity and involves close collaboration with Centre end-users in emergency service organisations, land management organisations, government departments and businesses.

CENTRE VALUES

Respect – recognising and valuing the contributions of everyone through embracing diversity in gender, ethnicity and thought.

Focus – Ensuring that our activities are aligned with the Centre vision and mission.

Integrity and Honesty – To be honest and act with integrity in all we do.

Research Excellence – Pursuing highest quality research methods and use.

Supportive Leadership – Allowing all involved in the Centre to achieve their potential.

Trust and Collaboration – Sharing and working cooperatively in a trusting environment.

Independence – To be open, transparent and independent.

THE RESEARCH SERVICES TEAM

The Research Services Team is responsible for providing efficient and effective project management support to the Centre's Research and Implementation Team. To achieve this, the Research Services Team is responsible for managing:

- day-to-day project-level relationships with researchers, research providers and end-users
- managing the contracting of all research for the Centre
- progress reporting for projects and requests for changes to approved project plans
- timely payment of invoices for projects
- advising the Research and Implementation Director and Node Research Managers of delays, underperformance and any other issues that are, or are likely to, affect the progress of projects
- maintaining the Centre's Intellectual Property Register
- coordinating the application and review process for applications for funding to the Centre's research and grant funding programs, early career researcher and postgraduate student programs
- supporting strategy and planning for the effective utilisation to enable research impact
- ensuring the accuracy of the Centre's research data and providing data summaries to assist the Centre with its internal and external reporting obligations
- working with the Centre's Communications Team to support delivery, publication and promotion of research outputs.

The team works closely with the Research and Implementation Director, Science and Innovation Director and Node Research Managers to ensure the Centre provides effective management of a large and diverse portfolio of research and research translation projects.

PURPOSE OF THE POSITION

As a member of the Research Services Team, the Research Services Project Officer supports the efficient development, implementation and management of research projects. This includes contract management, supporting the research and utilisation elements for each project and playing a role in ensuring that outputs meet the needs of project end-users.

The Research Services Project Officer will also participate in other contract research management and utilisation projects.

KEY RESPONSIBILITIES

The Research Services Project Officer is accountable for:

RESEARCH PROJECT MANAGEMENT

- supporting the effective and efficient co-development and initiation of new research projects, contract and grant management including drafting of tender documentation, grant processes and the development of contracts and contract variations
- working closely with researchers in the monitoring and reporting of progress on projects and scholarships
- providing project management oversight and tracking ongoing progress of projects and scholarships
- maintaining communication with lead researchers and research teams on the progress of projects and scholarships
- identifying and supporting the management of issues and risks that could affect the Centre's projects and scholarships

- providing effective and efficient record-keeping including improvement, maintenance and operation of the project management system
- coordinating and preparing documents and briefing information for Centre meetings and reporting
- supporting the monitoring and evaluation of the Centre's research projects and programs including updating internal and public facing databases
- supporting processes for the development and implementation of utilisation strategy and plans for research projects
- supporting the continuous improvement of internal processes and systems and developing new processes and systems as required to suit the evolving needs of the business.

STAKEHOLDER ENGAGEMENT

- representing the Centre by attending meetings, forums etc with stakeholders and other organisations as required
- liaising with stakeholders to schedule meetings
- supporting the Centre's Communications Team to contribute to the development of a range of communications products and events to promote research projects
- supporting the Centre's communication with external stakeholders across the Centre's activities, programs and portfolios, including managing and monitoring communication from specific Centre email accounts.

OFFICE SUPPORT, ADMINISTRATION AND OTHER TASKS

- providing administrative support and undertaking other tasks as required to support the effective operation of the Centre.

OTHER DUTIES

- other duties as reasonably requested by management.

KEY RELATIONSHIPS

INTERNAL:

- Research Services Manager
- Research and Implementation Director
- Chief Executive Officer
- Science and Innovation Director
- Partnership Development Director
- Node Research Managers
- Communications Team
- Executive Assistant to the CEO
- Finance Team

EXTERNAL:

- Research teams
- End-users
- Research offices
- Work placement, scholarship and associate students
- External business support services

SELECTION CRITERIA

EDUCATION:

- Tertiary qualification with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.

SPECIFIC KNOWLEDGE AND EXPERIENCE REQUIRED:

- Well-developed communication and interpersonal skills, together with the ability to liaise effectively with a mature, friendly and confident personal style, and build and maintain strong and effective relationships with a diverse group of stakeholders.
- Strong skills and experience in project management, including a demonstrated ability to plan and organise work efficiently and to operate effectively in an environment characterised by short and often conflicting timeframes.
- Strong skills and experience in implementing contract management and grant processes including drafting, negotiating, execution, monitoring and finalising agreements.
- Sound writing skills and the ability to undertake projects independently, liaising with external stakeholders as necessary and meeting deadlines.
- Sound conceptual and analytical skills, including the ability to identify issues, manage data and develop appropriate solutions.
- Highly developed skills in Microsoft Office and other related programs.

DESIRABLE KNOWLEDGE AND EXPERIENCE:

- Experience in research administration including a knowledge of the workings of universities or research organisations.
- Knowledge of the workings of government departments and agencies.
- An understanding of intellectual property management.