Position title: Research Support Coordinator  
Level: Broadband 6/7

School/Unit: Social Policy Research Centre/Centre for Social Research in Health  
Faculty/Division: Arts and Social Sciences

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JOB PURPOSE

To effectively and efficiently assist with the administrative coordination of the Centres through the administration, recording, monitoring and reporting of research contracts. This includes assistance with project planning at project level, and analysis and monitoring of milestones to agreed deliverables. The position facilitates the effective liaison and integration within the centres and with the other parts of the University.

The Research Support Coordinator will identify risks, manage resources, provide support, coordinate projects and work with management to ensure that SPRC and CSRH maintains a high level of research output.

MAIN DUTIES

At Level 6

- Maintain existing systems and procedures to ensure efficient contract administration, analysis and reporting.
- Liaise with the Grants Management Office / Research Partnership Unit, in order to facilitate smooth passage of funding agreements between the Centre and outside agencies and manage the process.
- Facilitate (in consultation with the Grants Management Office / Research Partnership Unit) standard contract details with client contacts on behalf of the Centre and perform the administration duties of these grants once established.
- Oversee the project files, records and databases according to established Centre procedures.
- Co-ordinate the receipt of grant income.
- Administration of the university’s web based research tracking system - Info-Ed.
- Assist research staff in the preparation and development of tender proposals for research contracts.
- Continually monitor and look for ways to improve the Centre’s research support systems.
- Liaise with academic staff regarding their publications, and other stakeholders as required.
- Proof read and copy edit publications as required.
- Undertake other duties as requested by the Centre Manager or Centre Director.
- Ensure that all work is carried out in ways which safeguard the OHS of staff or students and visitors including contractors.
At Level 7

In addition to Level 6 Duties:

- Develop and improve systems and procedures to ensure efficient contract and project administration, analysis and reporting.
- Oversee and report on research project milestones. Identify issues for escalation to management where required.
- Manage and develop project databases to support Centre and project management.
- Work with the Centre Manager to compile relevant reports and provide preparatory material for the reporting and analysis of the Centre’s financial performance.
- Constantly review systems and processes to further streamline the resources and information collected, stored and available to research and management staff.
- Review project expenditure reports for accuracy and correctness and make any adjustments required.
- Oversee the research project deliverables across SPRC/CSRH.
- Work closely with project managers and funders to identify and solve problems arising on new and existing projects.
- Liaise with relevant University Units, external stakeholders, and other bodies on behalf of the SPRC/CSRH.

REPORTING RELATIONSHIPS

This position reports directly to the Centre Manager.

Other positions reporting to the Centre Manager: Research Proposal Coordinator, Research Centre’s Accountant, Executive Assistant, 2 Administration Officers, 2 Administrative Assistants and professional staff members of the Center’s.

Positions reporting to this position: Nil

PRINCIPAL ACCOUNTABILITIES

- Effectively contributing to the development of Centre operational planning processes as an active member of the research support team.
- Business systems are reviewed regularly with a view to improving the delivery of research support in the relevant area.
- Efficient and accurate project records and data bases are maintained for easy retrieval of information for reporting and other needs of project managers and the Centre’s.
- Project Managers are well supported in project development and monitoring procedures.
- All Centre, Faculty and UNSW policies and code of practice are adhered to at all times.
- Review and analysis business systems to improve the delivery of research support in the relevant area.
- Efficient and accurate project records and data bases maintained for easy retrieval of information for reporting and other needs of project managers and the Centre.
SELECTION CRITERIA

At Level 6

- Tertiary qualifications and relevant experience or an equivalent level of knowledge and experience gained through any other combination of education, training and/or experience.
- Proven competence in the provision of administrative support to a medium sized organisation (preferably a University or similar), and proven experience in project administration and organization of financial resources.
- Experience in planning at project level: analysis and budget administration using the application of project management methodologies combined with financial expertise.
- An understanding of social research methodologies would be highly regarded.
- Proven ability to act with tact and discretion in dealing with sensitive and confidential matters.
- Excellent written and oral communication skills and proven negotiation skills.
- Proven ability to work flexibly, under pressure and to strict deadlines.
- Willingness and capacity to implement required OHS policies and safe work practice and the ability to implement equal opportunity and diversity policies and programs

At Level 7 (in addition to the above)

- Proven excellence in the provision of research support and the ability to implement business systems in a medium sized, busy organization (experience in a University environment or similar would be an advantage).
- Demonstrated ability to analyse, develop and implement new administrative systems and processes.
- Experience in planning complex projects, analysis and budget development, and providing associated reporting for a range of end users.
- High level of proficiency in MS Office suite