![Flinders University]

Position Description – *Research Support Assistant (FHMRI)*

Updated 29/11/2024

POSITION DETAILS

Portfolio	**Deputy Vice-Chancellor (Research)**
Organisational Unit	**Research Development and Support (RDS)**
Supervisor (Title)	**Research Development Manager, Flinders Health and Medical Research Institute (FHMRI)**
Classification	**Higher Education Officer Level 5**
Employment Type	**Continuing, full-time**

POSITION SUMMARY

Under general direction, the Research Support Assistant will provide research administrative support to Research Development and Support, College(s) and related Institutes and Centres.

This position provides research administration support and assistance to researchers with the submission of grants and tenders, supports the capture and maintenance of data in the University's research management system, and communication of research activities and capabilities.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;

- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;

- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;

- perform their responsibilities in a manner which reflects and responds to continuous improvement; and

- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

SA: Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.

THE 2025 AGENDA

KEY POSITION RESPONSIBILITIES

The Research Support Assistant is accountable for:

1. Providing administrative and research support for researchers within a College(s) and its Institutes and/or Centre including but not limited to:

    a. Producing and editing reports, presentations, and other documentation.

    b. Maintaining databases and web pages.

2. Contributing to a pro-active and positive customer service culture and goals of the University, promoting a culture of service excellence.

3. Investigating and assembling information on a wide range of issues for communication to a wide internal audience including Heads of Colleges and Flinders University researchers.

4. Providing administrative support to relevant committees and working parties including facilitating the preparation of agendas and meeting papers, minute taking, and follow up actions.

5. Performing administrative tasks associated with the preparation and submission of applications for grants and tenders, including some post-award administration.

6. Identifying and disseminating information about research and funding opportunities through a range of communication channels.

7. Creating and distributing timely communications to staff regarding research related matters.

8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree, or equivalent combination of experience and/or education and/or training.
- Demonstrated effective to well developed oral and written communication skills as well as interpersonal skills, together with the ability to engage with a broad range of internal and external stakeholders.
- Ability to apply analytical and problem solving skills.
- Excellent time management skills and demonstrated ability to prioritise tasks to meet deadlines.
- Demonstrated ability to set priorities and monitor work flows.
- Demonstrated well-developed computing skills in using office computer applications, including the Microsoft office suite, web pages and databases.
- Demonstrated experience in research administration.