Position Description – Research Support Assistant
Updated 11/11/2024

POSITION DETAILS

Portfolio	**Deputy Vice-Chancellor (Research)**
Organisational Unit	**Research Development and Support (RDS)**
Supervisor (Title)	**Manager, Researcher Training, Development and Communication**
Classification	**Higher Education Officer Level 5**
Employment Type	**Continuing, Full-time**

POSITION SUMMARY

Under general direction, the Research Support Assistant will provide administrative and project support for the researcher professional development and communication activities facilitated and delivered by Research Development and Support (RDS).

Working as a member of the Researcher Training, Development and Communication team within RDS, the Research Support Assistant will assist the team to deliver a range of strategic initiatives, programs and activities designed to enhance researcher training and professional development at Flinders University.

The Research Support Assistant will provide general support to the broader Research Development and Support leadership team during absences of other team members or during peak periods for those teams.

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, aiding 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.

Staff working in a health care setting are strongly recommended 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:

- Providing support to the Researcher Training, Development and Communication team to deliver researcher training and professional development programs and effective research communications.

- Assisting in the efficient operations of the Researcher Training, Development and Communication team and providing a wide range of administrative support, including drafting correspondence, email and calendar management, and database maintenance.

- Providing support for researcher focussed events and training, such as minuting and actioning meetings, booking rooms, organising catering, and setting up events.

- Assisting with researcher communications, such as maintaining brochures and websites, drafting e-newsletters, and assisting with the development of new communications.

- Providing organisational support for internal and external prizes and awards.

- Any other responsibilities in line with the level of the role 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 in an administrative field.

- Effective to well-developed oral and written communication skills as well as interpersonal skills, together with proven ability to liaise and engage with a broad range of stakeholders.

- Ability to apply analytical skills, problem-solving skills and attention to detail across multiple areas.

- Demonstrated organisational, administrative and time management skills.

- Demonstrated ability to manage competing priorities, complete assigned tasks on time and monitor workflows in a dynamic work environment.

- Proven ability to work proactively, collaboratively and responsively within a team and independently.

- Demonstrated well-developed computing skills in using office computer applications, including the Microsoft Office suite.

- Experience creating and maintaining webpages or databases (desirable).

- Experience in organising and administering events or functions (desirable).