This position is first and foremost with Bond University and although this position is described as operating within a section of the university, it is a fundamental requirement of your position that the best interests of the university must be your priority at all times.

PURPOSE OF THE POSITION:

This position will coordinate the collection of research-related data and support the University's internal and statutory reporting requirements. The incumbent will be required to assist researchers, research administration staff, Information Services and Senior Management with the collection of data for the population of Bond's digital repository and other research-related databases.

The incumbent will also be responsible for the Office of Research Services quality assurance processes and the development and ongoing review of research- and research administration-related policy, liaising with the appropriate stakeholders as required.

In conjunction with the Director of Research, the Research Policy and Reporting Officer is responsible for maintaining Bond University Research Strategy, the central document outlining a coordinated research plan for lifting Bond to being a world class research institution. The Research Policy Officer provides oversight of the Bond University's research policy environment, including maintaining and developing internal research policies and procedures, responding to external policy papers and consultations, and ensuring that the University complies with all research related policies.
REPORTING RELATIONSHIP:

This position reports to the Director of Research.

### SELECTION CRITERIA:
- Bachelor's degree or equivalent demonstrated work experience in a relevant area and extensive technical experience.
- Demonstrated knowledge of the research process and the issues affecting universities at State, National and International level.
- Demonstrated project management skills and ability to meet deadlines.
- Ability to lead and manage large and complex projects.
- Strong presentation and facilitation skills, including high level interpersonal, oral and written communication skills.
- Ability to work in a professional manner as a member of a cross-functional team including strong collaboration across departmental and faculty boundaries to achieve outcomes.
- Proven ability to develop policy and procedures relevant to research at Bond.
- Highly developed written communication skills. Accurate, clearly worded and well presented documentation.
- Accuracy and attention to detail.
- Ability to deliver high quality outcomes within short time frames.

### DESIRABLE CRITERIA:
- Experience with Research Master as a research management information system

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>RESPONSIBILITY</th>
<th>PERFORMANCE INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data collection and reporting</td>
<td>- Coordinate the collection of research-related data in collaboration with Finance, HR, faculties and IS as required to support benchmarking exercises and internal and statutory reporting requirements</td>
<td>Establishment of up-to-date research-related databases On time delivery of quality reports as per internal and governmental requirements</td>
</tr>
<tr>
<td></td>
<td>- Manage and maintain all processes underlying the timely reporting of research-related information to internal stakeholders and government agencies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Coordinate and manage the development</td>
<td></td>
</tr>
</tbody>
</table>

Diagram:

```
  PVC Research
   ↓                      ↓
  Director of Research  
    ↓                      ↓
  Manager – Research Grants and Ethics  
    ↓                      ↓
  Research Policy and Reporting  
    ↓                      ↓
  Administration Support Officer  
    ↓                      ↓
  Two Grant Coordinators  
    ↓                      ↓
  Grants Administration Officer  
    ↓                      ↓
  Manager - Research Ethics  
```
of accurate reports as per internal and external guidelines

| Research Policy Management & Development | • Participate in the creation, implementation & evaluation of the Research policies & strategies  
• Contribute to the development & implementation of a Research Strategy for the University  
• Assist the Director of Research, in planning & directing the research activities of the University  
• Coordinate implementation & evaluation of the policies, procedures & strategies  
• Ensure that all new and amended policies are developed and reviewed in accordance with the established procedures  
• Provide advice to the Director of Research and academic staff on procedural and policy matters that can assist in the more effective operation of internal granting schemes and dealings with client groups  
• Act as the point of contact for research policy and procedural information  
• Annually review policies and update as required | TBC upon commencement |

| Communication | • Prepare, manage, & report on Research activity against budgeted activity  
• Represent the Office of Research Services both at University-wide and external forums  
• Respond to external policy papers regarding Research matters  
• Brief university staff on relevant research policies as required | TBC upon commencement |

| Quality Assurance | • Represent Office of Research Services as the contact person when receiving queries regarding research data and analysis;  
• Compile and prepare documentation for the Office of Research Services administrative audits as required;  
• Review and develop the Office of Research Services framework to plan, measure and assess its activities informing Faculty, Administrative Unit and Corporate self-reviews;  
• Prepare the Office of Research Services documentation for external audits and reporting; | TBC upon commencement |

| Understanding of Quality Assurance | • Staff should demonstrate an understanding of the principles of quality | TBC upon commencement |
assurance and continuous improvement as they apply at Bond University.
- Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.

<table>
<thead>
<tr>
<th>Understanding of Cultural Sensitivity</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</td>
</tr>
<tr>
<td>• Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</td>
</tr>
<tr>
<td>TBC upon commencement</td>
</tr>
</tbody>
</table>

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.

Position Held by:

Signed:

Date: