



Position Description

Position Title: Executive Officer Research	Classification: Bond Level 5
Faculty/School/Office: Office of Research Services	Date Position Classified/Updated: August 2024

Purpose of the Position:

The Executive Officer role supports the research policy development agenda of the Research Portfolio and provides secretariat support the University Research Committee.

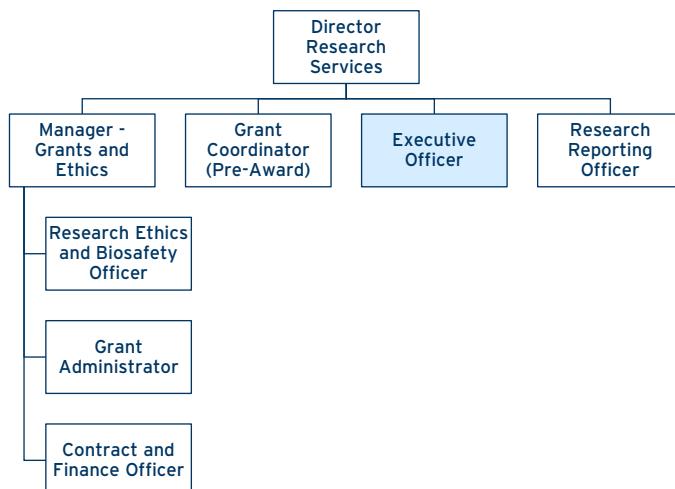
The Executive Officer role directly supports the Director of Research Services, to support the work of the Research Office and the University Research Committee.

The role supports several core functions including the research portfolio website, intranet, events and marketing and compliance functions. The Executive Officer is responsible for reviewing content in the Research Management System, and for providing training and support to staff and student users.

The Executive Officer works closely with a broad range of universities administrative units including the Office of the Provost, the HDR Unit, Marketing, ITS, Finance, HR and Faculties

Reporting Relationship:

This position reports to the Director, Research Services:



Selection Criteria:

- Bachelors degree in a relevant area.
- Extensive experience in relevant area; project management, websites, marketing
- Demonstrated knowledge of the research process and the issues affecting universities
- Exceptional written communication skills. Accurate, clearly worded and well-presented documentation and writing skills.
- Demonstrated ability to meet deadlines.
- Ability to lead and manage large and complex projects.
- Strong presentation and facilitation skills, including high level interpersonal 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.
- High level accuracy and attention to detail in all aspects of the position.
- Ability to deliver high quality outcomes within short time frames.

Desirable Criteria:

- Previous experience working in a Research Office environment.
- Postgraduate degree in relevant area.

Competency	Responsibility
Operational Support and Advice	<ul style="list-style-type: none">• Provide the Director with high level support regarding the operation of the Research portfolio. This includes drafting and processing documents and working with Faculties.• Review documents and initiatives and brief the Director.• As required, draft papers for the Director to present to Research Committee.• Schedule meetings, travel, prepare presentations and speeches to support the Director.• In conjunction with the Director, develop responses to government, industry and other external policy consultations.• Provide routine and specialist advice and support to the Director regarding matters concerning the Director.
Policy and Compliance	<ul style="list-style-type: none">• With the Director, ensure that the current suite of research policies is current and aligned with legislation and best practice.• Maintain the legislative compliance assessments as required.• Support the Research Export Controls and Foreign Interference initiatives.• Support the annual review of the risk profile for research.
Committee Support	<ul style="list-style-type: none">• Provide secretariat support to the University Research Committee.• Draft papers, manage action items, forward agendas and Minutes.
Events, website and promotion	<ul style="list-style-type: none">• With the Director, develop and maintain interesting and relevant content on the Research website.• Manage and maintain current and relevant material on the Research Services intranet site.• Draft the annual Research Highlights Report. Work with the Director, Faculties, and the Events team to develop a plan for Research Week.• Work with Events and Faculty hosts to run interesting and vibrant events.
Research Management System Support	<ul style="list-style-type: none">• Develop and deliver high quality training materials for academics and other system stakeholders.• Ensure all Research Management system help and support materials are current and reflect need.• Oversee the approval of Activities, Prizes, and other content as required.

	<ul style="list-style-type: none"> Oversee the Research Data Repository Deposit process.
Office Management and Support	<ul style="list-style-type: none"> Undertake duties as required to support the efficient operation of the Research Office. During major grant rounds, support other staff within the Research Office to review and submit research funding applications.
Understanding of Quality Assurance	<ul style="list-style-type: none"> Staff should demonstrate an understanding of the principles of quality 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.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> 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. Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	<ul style="list-style-type: none"> Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

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.