



Position Description

Position Title: Research Projects and Communications Officer	Classification: Bond Level 4
Faculty/School/Office: Institute for Evidence-Based Healthcare, HSM	Date Position Classified/Updated: October 2025

Purpose of the Position:

The **Research Projects and Communications Officer** plays a key role in supporting high-quality, impactful research at the Institute for Evidence-Based Healthcare (IEBH). Under the direction of the Research Manager, this position provides proactive organisational and administrative support to researchers and affiliated staff, helping to coordinate projects, enhance research visibility, and streamline operations across the Institute.

Reporting Relationship:

The Research Projects and Communications Officer, IEBH, reports to the Research Manager, IEBH.

Selection Criteria:

- Possession of a tertiary qualification in a relevant area and/or equivalent combination of skills and experience in a communications, project management or research support role.
- Proven ability to create and manage digital content and communications (e.g. websites, newsletters, social media and digital assets) to promote research activities and enhance stakeholder engagement, using contemporary tools and platforms such as Canva, Sharepoint and Wordpress.
- Demonstrated experience in providing administrative and project support within a research or academic environment, including proficiency in coordinating tasks, managing timelines and supporting cross-functional teams to deliver high-quality outcomes.
- Ability to work in a team environment with a diverse range of staff and students from varying cultural backgrounds.
- Strong organisational skills, attention to detail and an ability to work independently and adaptively to meet challenging needs and timeframes.
- Proficiency with IT, Business Intelligence reporting and digital software.

Desirable Criteria:

- An understanding of grants management platforms, particularly budget preparation, management and reporting.
- Experience in research reporting and tracking using business intelligence analytics.

Competency	Responsibility
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Project Coordination and Administration	• Provide administrative and organisational support to IEBH staff to assist them to effectively and efficiently plan, manage and communicate their research. • Liaise with other research management professionals, including in the Faculty of Health Sciences and Medicine and the Office of Research Services to support research processes and secure funding opportunities. • Provide administrative and organisational support to the Director, IEBH, Research Manager and researchers associated with IEBH to deliver high quality and impactful research.
Communication	• Under the direction of the Research Manager, support engagement with collaborators and research partners in accordance with the IEBH research strategy. • Under the direction of the Research Manager and researchers, support the development of campaigns to translate research findings and amplify the Institute's research impact utilising contemporary communication platforms and analytics. • Coordinate and produce communications for the Institute including newsletters, websites, social media and annual reports.
Information Management	• Provide support to researchers for effective information management and reporting utilising Bond's IT, BI and research management systems.
Policy & Procedures	• Support the ethical conduct of research at the Institute in accordance with Bond's policy and procedure framework for research integrity.
Understanding of Quality Assurance	• 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	• 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	• 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).
Equal Opportunity and Inclusion	• Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.
General	• Other duties as directed and commensurate with the role.

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.