

Position Description

Position Title: Research Support Officer (Pre-Award)	Classification: Level 5
Faculty/School/Office: Office of Research Services	Date Position Classified/Updated: February 2026

Purpose of the Position:

The position plays a central role in strengthening Bond University's research performance by providing high-level pre-award support that enhances the quality and competitiveness of external research funding applications. The role advises researchers on all aspects of proposal development: identifying funding opportunities, interpreting complex scheme guidelines, shaping high-quality proposals, preparing budgets, and coordinating compliant submissions. Grant support spans major national schemes such as the NHMRC, ARC, and MRFF, and also extends to a diverse range of other funding sources including industry partnerships, philanthropic foundations, and international competitive programs. Working collaboratively with internal stakeholders and external funding bodies and organisations, the position manages a portfolio of funding schemes, maintains strong relationships, and contributes to continuous improvement of application processes and tools in line with contemporary pre-award practice. The role also provides backup support to Post-Award staff during peak periods and plays a key role in ensuring a seamless, responsive, and researcher-centred grants administration service.

Reporting Relationship:

This position reports to the Director of Research:



Selection Criteria:

- A degree qualification along with demonstrated experience in pre-award research administration: Experience supporting researchers through funding opportunity identification, guideline interpretation, application preparation, budgeting, and compliant submission processes.
- High-level ability to interpret complex funding rules and ensure compliance: Proven capacity to analyse and apply detailed funding guidelines and eligibility requirements, ensuring accurate and competitive applications.
- Strong application development and quality-assurance skills: Ability to provide constructive editorial feedback, strengthen proposal clarity and competitiveness, and coordinate internal review processes.

- Excellent stakeholder engagement and relationship management: Demonstrated ability to foster productive relationships with researchers, internal partners, and external funding bodies.
- High-level organisational, analytical and problem-solving capability: Ability to manage multiple funding programs and deadlines, coordinate complex application components, and resolve issues with sound judgement.
- Commitment to continuous improvement and service excellence: Experience contributing to improved processes, tools, and workflows to enhance efficiency and researcher support.
- Demonstrated ability to deliver researcher training and capability-building activities: Experience developing and delivering training sessions, workshops, or guidance materials that build researcher capability in grant writing, budgeting, or funding-rule interpretation.

Desirable Criteria:

- Experience with research management information system.
- Experience in research administration.
- Ability to interpret contractual agreements/funding guidelines and monitor compliance with university policy.

Competency	Responsibility
Funding Intelligence & Opportunity Scanning	<ul style="list-style-type: none"> • Identify and disseminate funding opportunities to researchers through appropriate communication channels. • Promote key research funding opportunities and support streamlined awareness processes.
Expert Interpretation of Funding Rules & Compliance	<ul style="list-style-type: none"> • Provide specialist advice by interpreting complex sponsor guidelines, eligibility rules, and submission requirements. • Conduct compliance checks on application documents before submission to ensure full alignment with funding requirements.
Application Quality Enhancement	<ul style="list-style-type: none"> • Deliver editorial and strategic feedback to strengthen clarity, quality, and competitiveness of grant applications. • Coordinate internal review processes for major schemes to improve submission.
Portfolio & Workflow Management	<ul style="list-style-type: none"> • Administer a portfolio of research funding programs, ensuring that all applications are submitted on time and meet institutional and funding guidelines. • Assist with project-based research administration including data capture and management.
Stakeholder Engagement & Relationship Management	<ul style="list-style-type: none"> • Build and maintain strong internal and external stakeholder relationships, including Faculties, Institutes, funders, and partner organisations. • Liaise with University business development and research development teams to align research strengths with external funding opportunities.
Process Improvement & Systems Contribution	<ul style="list-style-type: none"> • Contribute to continuous improvement of application processes, templates, and procedures. • Participate in development of pre-award systems or tools that support efficient application workflows.
Coordination of Subcontracts, Budget Inputs & Partner Documentation	<ul style="list-style-type: none"> • Coordinate subcontractor documentation, partner letters, and budget inputs.
Institutional Liaison Duties	<ul style="list-style-type: none"> • Collaborate with legal, finance, and contract units during pre-award stages on matters such as indirect cost calculations or preliminary agreement considerations.

Researcher Training & Development	<ul style="list-style-type: none"> • Deliver or contribute to workshops, information sessions, and training materials that build researcher capability in grant writing, budgeting, funding rule interpretation, and scheme-specific requirements. • Provide one-on-one advisory support to develop researcher understanding of funding landscapes, strategic positioning, and effective proposal preparation.
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 Awareness & 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 actively engage in ongoing professional development to strengthen their cultural awareness and sensitivity, recognising that this is a continuous learning process that supports an inclusive and respectful workplace.
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.