



Position Description

Position Title: Research Development Manager - Research Projects	Classification: Bond Level 5
Faculty/School/Office: Faculty of Health Sciences and Medicine	Date Position Classified/Updated: August 2026

Purpose of the Position:

The Faculty Research Development Manager – Research Projects provides high-quality research administration and advice to support the development delivery and management of research projects within the Faculty of Health Sciences and Medicine (HSM). The position provides support to management of Faculty activities including contribution to Faculty research budget development and administration, liaison with external research partners, and research-related communications. The role contributes to the Faculty's research strategy by working closely with academic staff, the Associate Dean (Research), Faculty leadership and central University teams to ensure research activity is effectively planned, compliant, financially sustainable and strategically aligned.

Working in partnership with the University's Office of Research Services (ORS), the position provides support to Faculty researchers in the planning, early feasibility assessment, establishment and ongoing management of research projects together with advice on funding requirements, contract and agreement administration, governance obligations and reporting.

Working collaboratively across Faculty and University teams, the position ensures a coordinated approach to research administration, financial oversight and reporting to support the effective management of research projects and the successful delivery of research outcomes and project deliverables.

In addition, the role contributes to research capability development and continuous improvement by collaborating with ORS on research reports and analyses to evaluate research performance, identify trends and opportunities, and inform strategic decision-making. The position actively promotes best practice in research administration and supports researchers through the evolving research funding landscape. The role operates with a strong commitment to quality assurance, cultural awareness, workplace health and safety, and the Bond University Strategic Plan, contributing to an inclusive, compliant and high-performing research environment.

Reporting Relationship:

This position reports to the Faculty Business Director:



Selection Criteria:

- Possession of a tertiary qualification in a relevant area or demonstrated equivalent combination of relevant experience in a complex organisation and education/training.
- Demonstrated experience in research administration and research management.
- A strong understanding of research funding schemes (including large research tender bids), and research funding trends.
- Demonstrated sound analytical and problem-solving skills with the ability to exercise judgment and the ability to meet strict deadlines.
- Proven ability to navigate and manage research funding processes, including providing administrative support and advice on relevant matters.
- Strong interpersonal, oral, IT, and written communication skills and proven ability to work as an effective team member.
- Demonstrated ability to effectively engage with key internal and external stakeholders, fostering strong working relationships and achieving desired outcomes.
- Strong financial acumen, with experience in the development and management of research budgets.
- Demonstrated experience in research administration and research management.

Desirable Criteria:

- Research project management experience
- Strong understanding of health sector research funding, particularly Category 2 & 3 opportunities

Competency	Responsibility
Research Management	• Coordinate and deliver high-quality research administration to support the early feasibility assessment and preparation of funding applications and contracts. • Provide support for the development and review of research funding proposals, including content review, budget preparation and deliverables. • Liaise with the Office of Research Services to support timely and compliant submissions on behalf of academic investigators. • Support the preparation and submission of ethics applications, including liaison with Research Ethics and Integrity staff.
Policies, Processes and Compliance	• Monitor compliance with relevant research policies, funding requirements and governance frameworks. • Collaborate with ORS to maintain current knowledge of national and international research-related policies, standards and requirements across health and medical sciences. • Support staff to gain authoritative advice on funder compliance obligations throughout the project lifecycle. • Work with the Associate Dean of Research, Faculty Executive and ORS to develop and manage timelines for major funding rounds and strategic initiatives.
Stakeholder Engagement and Research Partnerships	• Build strong working relationships to support effective research administration, strategy and Research Partnerships. • Work collaboratively with staff across ORS, Finance, HR and Legal to ensure a coordinated and consistent approach to research administration. • Liaise with Research Ethics staff to support protocol compliance and timely submission of applications. • Coordinate with relevant Faculty and central teams to ensure funding milestones are met and financial reporting and invoicing are completed accurately. • Develop clear and accessible advisory materials, guides and fact sheets to support researchers.

	• In collaboration with the Associate Dean Research, organise and promote research-related information sessions, funding opportunities and capability-building activities. • Support related research activities and committees if and as required. • In collaboration with the Associate Dean Research, support the research partnerships and relationships of the faculty.
Financial and Resource Management	• Oversee effective financial management of Faculty research projects, contracts and associated resources. • Support Associate Dean Research with management of Faculty research budget • Collaborate with ORS to ensure the support Chief Investigators with research budgeting, financial planning and allocation of project funds. • Collaborate with ORS to monitor and track research budgets and expenditure to ensure financial sustainability and compliance with funding conditions. • Liaise with P&T and ORS regarding recruitment, contracts and timesheets for casual research staff and research assistants.
Data Analysis and Reporting	• Ensure accurate, timely and compliant reporting of research activity and performance. • Prepare and contribute to Faculty and University research reports, dashboards and ad hoc data requests. • In collaboration with ORS, support accurate reporting to funding bodies, government agencies and for Higher Education Research Data-Collection (HERD-C). • Map Faculty research capability to identify emerging funding opportunities aligned to strategic priorities.
Quality Assurance and Continuous Improvement	• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	• Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti-discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.

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.