Position Description

Position Title: Research Coordinator	**Classification:** Bond Level 5
Faculty/School/Office: Office of Research Services	**Date Position Classified/Updated:** September 2026

Purpose of the Position:

The Research Coordinator leads and coordinates the University's research funding support function, supporting the delivery of Bond University's research strategy, strengthening external funding performance and researcher capability. The position will involve providing advice on funding identification, interpretation of complex scheme requirements, eligibility and compliance, proposal positioning and development, budget preparation, partner documentation, internal approvals, and compliant submission.

The role coordinates institutional processes for major national, international, industry and philanthropic funding programs, including major schemes administered by the NHMRC, ARC and MRFF. It supports and coordinates the frameworks, systems, resources, and capability-building initiatives that strengthen application quality, consistency, efficiency, and researcher experience. Working with senior academic leaders, Faculties, Institutes, internal professional units, external funding bodies and partner organisations, the position promotes an integrated, researcher-centred approach across the grant lifecycle and provides high-level operational and management support as required.

Reporting Relationship:

This position reports to the Director, Office of Research Services:



Selection Criteria:

- A relevant degree qualification together with substantial relevant experience in research administration, research development or a comparable complex environment, or an equivalent combination of education, training and experience.
- Demonstrated high-level knowledge of the research funding environment, including competitive national and international schemes, industry and philanthropic funding, and contemporary trends in external research funding.
- Demonstrated ability to interpret and apply complex funding guidelines, eligibility requirements, contractual provisions, University policy and governance requirements, and to provide authoritative advice on compliance and risk.

- Demonstrated experience in leading or coordinating complex funding rounds, strategic projects or multi-stakeholder processes, exercising initiative and sound judgement while managing competing priorities and strict deadlines.
- Proven ability to work collaboratively with academic staff to build research capability, including developing their skills in research funding proposal development, grant readiness and the preparation of high-quality, competitive applications.
- Excellent written and oral communication, consultation and relationship-management skills, with demonstrated ability to engage effectively with researchers, senior leaders, professional units, external funding bodies and partner organisations.

Desirable Criteria:

- Experience in a tertiary education or research-intensive environment.
- Experience with a research management information system and the maintenance, analysis and reporting of research administration data.
- Demonstrated knowledge of Australian university research governance, reporting requirements and the end-to-end research grant lifecycle

Competency	Responsibility
Funding Intelligence & Opportunity Scanning	• Identify and disseminate funding opportunities to researchers through appropriate communication channels • Promote key research funding opportunities and support streamlined awareness processes • Develop and maintain guidance, resources, templates and other materials to assist researchers with pre-award funding processes
Expert Interpretation of Funding Rules & Compliance	• 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	• 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	• 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	• 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	• 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	• Support Researchers with and maintain appropriate records, trackers and reporting information relating to funding applications and pre-award activity.
Institutional Liaison Duties	• Collaborate with legal, finance, and contract units during grant lifecycle on matters such as indirect cost calculations or preliminary agreement considerations

Researcher Training & Development	• Deliver or contribute to information sessions, workshops, and researcher development activities relating to external funding opportunities and application processes. • Provide one-on-one advisory support to develop researcher understanding of funding landscapes, strategic positioning, and effective proposal preparation
Research Governance, Legislative Compliance Risk	• Monitor relevant governance and regulatory requirements, communicate changes, and implement required updates to processes and guidance.
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 contributes 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.