

POSITION DESCRIPTION

Centre for Eye Research Australia

*An independent medical research institute affiliated with the
University of Melbourne and the Royal Victorian Eye & Ear Hospital*



Research Administration Officer

SUPERANNUATION	Employer contribution of 9.50%
EMPLOYMENT TYPE	Maximum term contract. Initial contract to 31 Dec 2018 with the possibility of a further contract.
OTHER BENEFITS	Salary packaging available that can increase your take-home pay (FBT exempt) (for more information: www.smartsalary.com.au)
REPORTS TO	Deputy Director – Lab Research
HOW TO APPLY	Online applications are to be made via the Study/Careers page of the CERA website https://www.cera.org.au/study-careers/
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: +3 9929 8201 e: cera-hr@unimelb.edu.au

For further information about the Centre for Eye Research Australia, visit www.cera.org.au



INTEGRITY



UNITY



AGILITY



MAKING A
DIFFERENCE

Position Summary

The Research Administration Officer plays a critical role in ensuring the Centre for Eye Research Australia's (CERA) continued success as Australia's leading ophthalmology research institute.

The Research Administration Officer (RAO) provides highly professional support for management of the full 'lifecycle' of research grants from sourcing funding opportunities and liaison with funding bodies, coordination and support for researchers in the application process, tracking grant outcomes, administering grant agreements, and compliance and acquittals.

The RAO is also the publications coordinator responsible for information management on research publications.

The position is located at the Royal Victorian Eye & Ear Hospital, East Melbourne with some travel to our research site in Prahran.

1. Selection Criteria

1.1 ESSENTIAL

Qualifications

- Appropriate tertiary qualifications (Honours and above with additional research experience), ideally in a science or health science discipline, or demonstrated equivalent, relevant experience and/or training. A candidate with a postgraduate qualification in basic sciences is preferable.

Experience

- Broad understanding of the health and medical research environment in Victoria and Australia and specifically medical research institute and/or hospital research environment and processes.
- Working knowledge of how major research funding bodies operate.
- Proven ability to critically review medical research proposals.
- Extensive experience with Microsoft Office, online systems, and online bibliometric searching.

Interpersonal, Communication and Organisational Skills

- Demonstrated high level oral and written communication and interpersonal skills, such as negotiation and report writing applicable in both a research and administrative context.
- High level numeracy, analytical and computer skills.
- Excellent organisational skills, the ability to successfully prioritise and manage competing issues and meet deadlines.
- Strong commitment to change and accountability.
- The position requires excellent attention to detail.

1.2 DESIRABLE

- Previous experience in the Research Office in a medical research institute environment or university.
- Working knowledge of online system for grants management (e.g. RGMS).

2. *Special Requirements*

- Occasional availability outside normal office hours.
- As grant making rounds are cyclical, the incumbent will be expected to schedule leave and other planned absences (e.g. training) at appropriate off peak times for grant application.

3. *Key Responsibilities*

- Actively research new sources of grant funding, and develop and maintain annual schedule of grant opportunities.
- Coordinate grant applications, working closely with researchers. This includes completing all aspects of the grant submission, aside from designing the research plan.
- Review proposals/applications and provide constructive feedback (inc. budgets and rebuttals) for strategic fit against external funding guidelines, selection criteria and internal policies and strategic directions.
- The RAO will provide support for post-award requirements, including maintaining records, databases, filing systems and reporting (scientific and financial).
- Maintain a log of grant applications; monitor progress and success rates; prepare regular performance analysis and management reports.
- On a regular basis, actively search for CERA and University of Melbourne Ophthalmology publications, entering information into the University of Melbourne Minerva system, and prepare regular management reports on quality and quantity of publications output.
- Support the progression of early career researchers at CERA by advising on areas for professional development, and sourcing applications for awards, fellowships and grants.
- Act as the key liaison officer for occasional information requests from the University, Faculty, the Hospital or external organisations on grant, research and related activities.
- Develop a thorough understanding of legislation and policy that governs medical research in Australia.
- Participate in the development and review of research management policies and procedures.
- Act as the site administrator for various internal platforms such as LabArchives and LEX.
- Under the direction of the Deputy Director, provide professional support from time to time for special projects.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

- The position reports to the Deputy Director, Lab Research and works closely with Principal Investigators.
- The RAO role operates with a substantial degree of autonomy. The Deputy Director provides broad direction and guidance, but the incumbent will be expected to undertake his/her day-to-day work largely independently including scheduling and prioritising tasks. The incumbent holds no supervisory responsibilities.

4.2 PROBLEM SOLVING AND JUDGEMENT

- The incumbent must be able to manage and reconcile competing demands sometimes within tight time frames. He/she must be able to plan, take initiative, co-ordinate and work with a wide range of people and undertake timely and appropriate consultation with colleagues to ensure tasks are completed on time and to high standard. The role requires level of maturity, sound judgement, high level interpersonal skills including tact and discretion and independent decision making on routine matters.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- The incumbent will require a detailed knowledge of CERA and University of Melbourne policy, procedures and guidelines for research administration and the government guidelines they are based on. Demonstrated ability to gain relevant knowledge quickly and effectively is expected.

5. ***Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities***

All staff are responsible for the following safe work procedures and instructions:

Employees must

- cooperate with CERA in relation to activities taken by the CERA to comply with OHS and EHS legislation.
- comply with the OHS and EHS manuals
- adopt work practices that support OHS and EHS programs
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities
- not wilfully place at risk the health or safety of any person in the work place
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

Supervisors are responsible for:

- developing new work procedures, as required, in conjunction with relevant persons
- providing all staff with relevant OHS and EHS information in an appropriate manner
- providing personal protective equipment and clothing if hazards cannot be fully eliminated
- providing adequate supervision through technical guidance and support
- identifying and controlling hazardous conditions
- providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ensuring that all accidents and incidents are reported

6. Other Information

CENTRE FOR EYE RESEARCH AUSTRALIA (CERA)

The Centre for Eye Research Australia (CERA) is at the forefront of ophthalmic research in Australia. Our mission is to eliminate vision loss and blindness. CERA is designated as a World Health Organization (WHO) Collaborating Centre for the Prevention of Blindness, the only such centre in Australia.

CERA is the largest eye research institute in Australia. Its productivity measured in terms of output of peer-reviewed scientific papers and their quality (indicated by impact factor and number of citations) puts it among the top five ophthalmology research organisations in the world. CERA was established in 1996 as a not-for-profit company limited by guarantee. It is an independent medical research institute registered with the National Health & Medical Research Council (NHMRC) as a grant administering institution. It has grown out of the research activities of the University of Melbourne Department of Ophthalmology, the oldest specialist department of its kind at an Australian University, founded in 1963. The University Department and CERA are co-located at the Royal Victorian Eye and Ear Hospital and are closely affiliated with each other and the Hospital in a partnership that seamlessly integrates teaching, training and research with clinical service delivery. In this model, medical research is informed by patient needs and research findings can be quickly translated into clinical practice.

CERA today is an organisation of some 140 people working towards solutions for blinding eye diseases. It is a diverse community of internationally leading researchers - clinicians and scientists, higher degree students and professional staff. CERA's annual turnover is in the order of \$13 million from a diverse range of funding sources, including a substantial amount of philanthropic and community support.