



Position Description

JOB TITLE:	Research Administration Officer
DEPARTMENT:	Brain Tumour Group
REPORTS TO:	Group Leader
LAST DATE REVIEWED:	August 2021

JOB SUMMARY

Children's Cancer Institute is wholly dedicated to putting an end to childhood cancer and is the only medical research institute in Australia solely dedicated to this cause. We don't just hope to do it – we will do it, and we're looking for the brightest minds to help us get there. Children's Cancer Institute provides the best possible environment for our staff to thrive in, with state-of-the-art facilities at the Lowy Cancer Research Centre, UNSW Australia – one of the leading cancer research centres in the world.

The Institute is currently seeking to appoint a Research Administration Officer to provide high-level support to the Group Leader and Senior Scientists of the Brain Tumour Research Group of Children's Cancer Institute. The role will primarily support the Group Leader's research activities and those of his research team, thereby helping to achieve the strategic and operational objectives of the Institute. The Research Administration Officer role would suit a warm, outgoing personality who can work easily with people in research and administrative environments, who has demonstrated initiative, and is a strong team player with a flexible approach.

PRIMARY TASKS / RESPONSIBILITIES

- Minutes of all individual and group research meetings involving the Group Leader, and follow-up on action items with responsible individuals.
- Monitoring animal, human and OGTR ethical approvals expiry dates and assisting in drafting new proposals, for submission.
- Assisting with recruitment of new research personnel.
- Collating presentations of data both from individual and group meetings and any associated materials e.g. relevant publications.
- Preparing for upcoming research meetings e.g. confirming agenda with participants to include any previous action items.
- Preparing / collating reports for ongoing projects.
- Preparing initial drafts of documents supporting grant proposals and proof-reading versions of grant submissions or other research outputs including publications.
- Assisting with completion of online grant submissions.
- Assisting with keeping CVs up to date.
- Assist with budget management.
- Identifying and supporting novel grant funding opportunities.
- Helping with preparation of presentations.



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- Drafting of research related correspondence, emails etc
- Fulfil other administrative functions that may be required from time-to-time.

KEY SKILLS

- BSc with Honours or Masters.
- Minimum of 2 years of research experience in a biomedical field.
- Demonstrated commitment to animal ethics, OGTR and other regulatory requirements.
- Advanced computer skills.
- Exhibits a high degree of professionalism and respect for others.
- A friendly outgoing personality who can work with people openly across all levels of an organisation.

SERVICE STANDARDS

- Respond to phone calls and emails within 48 hours.

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

REPORTING STRUCTURE

Position reports directly to: Group Leader

Departmental Structure: See Organisation Chart

Note: Reporting structure may change subject to management decisions and business requirements.