

RESEARCH STRATEGY OFFICER

The University of Divinity seeks to recruit a Research Strategy Office for immediate commencement for a fixed term appointment to 31 December 2021. This new position at the University is a full-time role reporting to the Dean of Research Strategy. The role may be based at the Office of the Vice-Chancellor in Kew, Victoria, or at Australian Lutheran College in North Adelaide, South Australia.

APPLICATIONS

Closing date for applications: **5pm on Wednesday 12 February 2020**

Applications must include:

- A cover letter addressing the selection criteria
- A curriculum vitae
- Names and contact details for two referees

Send applications electronically to:

Anjali Antoniotti
University Secretary
aantoniotti@divinity.edu.au

The University of Divinity
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About the University

The University of Divinity is established by the *University of Divinity Act 1910* of the Parliament of Victoria, Australia. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry, spirituality and philosophy. Its students and graduates report some of the highest levels of satisfaction in Australian higher education, and the University's research has been consistently ranked at world standard for the last decade.

Students and staff join the University through one of its Colleges. There are eleven Colleges located in Melbourne, Adelaide and Sydney, each one a unique learning community, resourced by over thirty partners from eight Christian denominations, giving the University an extraordinary ecumenical constitution.

The University's Vision is that

Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.

For more information please see www.divinity.edu.au and the news and events site vox.divinity.edu.au

About the Research Strategy Officer

The Research Strategy Officer is a new full-time role reporting to the Dean of Research Strategy, Professor Wendy Mayer. The role includes support for critical research functions, such as operation of the University's Human Research Ethics Committee and liaison with the Australian Research Council, and project-based tasks to support development of the University's research and research engagement strategies.

This is a fixed-term appointment available for immediate commencement and continues to 31 December 2021, while the University reviews its research and research engagement strategies, and the leadership and support necessary to implement them. There is a possibility that role may be renewed, subject to the outcome of this review and the availability of funding; any renewal period will be determined by the Vice-Chancellor in 2021.

The role may be based at either the Office of the Vice-Chancellor in Kew, Victoria or at Australian Lutheran College, North Adelaide, as best suits the successful candidate. The role may require some interstate travel.

The role will suit a person with a passion for research who enjoys working with a wide variety of academic staff, including both experienced and new researchers, to support them in delivery of high quality research outcomes.

**POSITION DESCRIPTION:
RESEARCH STRATEGY OFFICER**



1. Key responsibilities

- 1.1 Provide executive support to the Dean of Research Strategy in development and implementation of the Research Goal in the University's Strategic Plan
- 1.2 Maintain awareness and communicate information about key research developments in the higher education sector in Australia, including ERA and EI
- 1.3 Provide high-level support to Human Research Ethics Committee members and applicants to comply with the HREC Policy and to ensure ethical research practice across the University
- 1.4 Coordinate information and support for academic staff of the University applying for internal and external competitive grants
- 1.5 Coordinate a program of support for academic staff and higher degree by research students in producing peer-reviewed publications
- 1.6 Undertake other tasks as reasonably required by the Vice-Chancellor or the Dean of Research Strategy.

2. Key working relationships

The Research Strategy Officer:

- 2.1 Reports to the Dean of Research Strategy
- 2.2 Supports the Chair and members of the Human Research Ethics Committee in execution of their responsibilities, and applicants seeking HREC approval
- 2.3 Liaises with the Research Coordinators at the Colleges
- 2.4 Works with staff in the Office of the Vice-Chancellor as required
- 2.5 Acts as the administrative liaison with the Australian Research Council

3. Selection Criteria

- 3.1 Postgraduate qualification in theology or an allied discipline
- 3.2 Professional experience in a higher education environment
- 3.3 Familiarity with higher education research policy and practice in the Australian context
- 3.4 Excellent interpersonal skills demonstrated in the ability to work effectively with a diverse range of people
- 3.5 Excellent oral and written communication skills
- 3.6 Excellent project management and time management skills demonstrated in the abilities to set priorities, work collaboratively and perform well under pressure

4. Terms and Conditions

The Research Strategy Officer is a full-time position available for immediate commencement for a fixed term ending 31 December 2021. The position may be based in Kew, Victoria or in North Adelaide, South Australia as best suits the successful candidate. It is remunerated under the *Higher Education Industry Award – General Staff* and the University's OVC Staff Policy at HEW Level 6 (\$83,068 plus 15% superannuation as at 1 January 2020).