

Research program coordinator



Job Title	Research program Administrator
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Classification 3
Date	November 2023

Primary purpose of the role

The Research Program Administrator is responsible for coordinating, managing, and supporting the activities and operations of Asthma Australia's research program. This position involves the management of stakeholder relationships and coordination of agreements related to funded research projects and partnerships, ensuring processes are progressive and compliant, facilitating collaboration among stakeholders, and providing administrative support to the research team. The Research Program Administrator plays a vital role in the success and efficiency of AA's research program by handling various administrative and organisational tasks.

Key accountabilities

- Program coordination:
 - Advertise grant opportunities
 - Coordinate grant reviews
 - Communicate grant review results
 - Work with researchers to establish research agreements
 - Coordinate funded research program reporting
 - Coordinate research agreement acquittal processes
 - Support research relationship development
- Monitor, triage, and delegate enquiries to the research team
- Coordinate, communicate, promote the research program
 - Help to build AA research program profile
 - Support research program revenue generation activities
 - Support dissemination and communication of external research projects
 - Coordinate activities supporting engagement with research program donors
- Coordinate the Research Advisory Committee activities
 - Plan meetings for the year (x4)
 - Coordinate, prepare and disseminate agenda and pre-reading
 - Compile and circulate minutes for each meeting
- Support evaluation and reflection processes

Key challenges

- The research program administrator role has the opportunity to increase the profile of and engagement with Asthma Australia's research program from among researchers and donors alike
- Asthma Australia's diverse and growing research portfolio requires strong organisational skills, sound communication and relationship skills and assertiveness to keep everybody on track

Skills and qualifications

Essential

- Reasonable medical, scientific and research literacy
- Highly effective communicator and relationship builder
- Excellent organisational skills and attention to detail
- Experience in administration role or related

- Proficiency with Microsoft Office suite

Desirable

- Bachelor degree or higher in administration or related
- Previous experience in grant or research project administration role

Key relationships

Who	Why
Internal	
Research and Evaluation Manager	MRE leads the research strategy execution
Coordinator research, information and evaluation (CRIE)	CRIE works closely with the research program in support of translation and implementation of evidence to practice and other parts of strategy execution, including monitoring, evaluation and learning
Research Advisory Committee (RAC)	The RAC is a group of experts who advise AA on the execution of its research strategy
Marketing, communications and engagement (MCE) team, including fundraisers	Co-develop critical communications and marketing materials to draw attention to AA research program, and report on program deliverables
External	
Research networks	Maximise AA's profile and reach among Australia's researchers
Researchers	Important to maintain strong and constructive relationships with those delivering projects funded by AA
Philanthropists and major donors	Attract increased research funding

Capabilities for the role

Capability	
Integrity	Protects AA confidentiality, intellectual property and through strong organisation
Communicate Effectively	Exceptional verbal and written skills; efficient and respectful
Work Collaboratively	Able to work across a number of touchpoints within and outside AA to maximise results of the research program
Plan and Prioritise	Can prioritise and process a potentially large amount of complex information
Problem Solving	Reconciles multiple complex issues around contract details, timelines and budgets
Stakeholder Engagement	Foster strong relationships with the research and change maker community