

POSITION DESCRIPTION

TITLE OF POSITION Faculty Research Office Lead	SERVICE AREA Faculty of Health and Environmental Sciences	
REPORTS TO Associate Dean Research	LAST REVIEWED November 2024	SALARY BAND Band D

PURPOSE

The Faculty Research Office Lead is responsible for the overall strategic development and planning, as well as the management and maintenance of processes, procedures and systems to ensure the effective and efficient operation of the Faculty Research Office. The role entails:

- a) assisting the Associate Dean Research in activities relevant to the implementation of AUT and Faculty research strategy;
- b) developing and implementing processes, procedures, and systems to ensure the effective and efficient operation of the Faculty Research Office;
- c) supporting implementation of Faculty research events and development activities;
- d) overseeing the administrative processes for internal funding opportunities;
- e) operating as the Faculty Research Elements Funding module console manager; providing administrative support to Faculty Research Office staff;
- f) supporting the business of the Faculty Research Committee; and
- g) liaising with Te Kāhui Poipoi Rangahau – University Research Office to ensure smooth workflow between Faculty and Central research support systems.

This will enable the Faculty to meet its objectives for research activities and to ensure the continual improvement of research culture and performance in the Faculty of Health and Environmental Sciences.

AUT recognises and respects the importance of te Tiriti o Waitangi and its centrality to the mission and work of the University.

KEY RELATIONSHIPS

External

External research consultants
External research collaborators

Internal

Associate Dean (Research)
Associate Dean (Postgraduate Research)
Faculty Research Office staff
Faculty Finance staff
School Heads and Associate Heads of Research
Research Institutes and Centres staff
School Managers
School PG/Research Administrators
Scholarships Office
Central Financial Services - Procurement Office
Te Kāhui Poipoi Rangahau – University Research Office
Te Mātāpuna – Library Research Services
Faculty Allied, Academic and Campus staff
Faculty Postgraduate Administration Office staff

KEY ACCOUNTABILITIES	
RESPONSIBILITY	EXPECTED OUTCOMES
<p>Area of Responsibility 1 Coordination, administration and system support of the Faculty Research Office</p>	<p>Design, implement, and continuously refine high-level processes, procedures, and systems to maximise the effectiveness and operational efficiency of the Faculty Research Office.</p> <p>Ensure efficient allocation of administrative resources, continuously optimising workflows to manage competing priorities effectively and support the Faculty's research ambitions.</p> <p>Provide support to the Faculty Research Committee including coordinating meetings, taking meeting notes, supporting decisions by email circulation as appropriate and timely and efficient communication re: Faculty research business to enable committee members to undertake their roles effectively.</p> <p>Coordinate Faculty Research Office staff appointments including loading appointments into snaphire and liaising with People and Culture and finance as necessary over appointments and FTE apportionments.</p> <p>Financial administration such as setting up contract for service, creating purchase order, processing invoices for payment, tracking of expenditure, etc and liaising with the Faculty finance team as appropriate.</p> <p>Maintain Faculty research communications internally and externally through multiple channels such as by email, through Faculty internal communications coordinator, Faculty Research Committee Teams site, Faculty research page on Tuia, etc.</p> <p>Process applications for Research and Community Associates, and support the process for approving International Visiting Researchers.</p> <p>Undertake activities which support the implementation and maintenance of the AUT Research Entities Framework within the Faculty.</p> <p>Monitor Faculty Research Office email inbox and respond to queries in a timely manner, liaising with other members of the Faculty Research Office team as necessary.</p> <p>Process memos, letters, emails, reports in due time, drafting responses wherever possible, or responding on own initiative, and process confidential material in a timely manner.</p> <p>Liaise with internal and external stakeholders where necessary</p> <p>Keep up-to-date with AUT's research support systems e.g. Research elements, research-related policies and procedures, Library Research Services, etc.and provide input to inform ongoing improvements in those processes.</p>

RESPONSIBILITY	EXPECTED OUTCOMES
<p>Area of Responsibility 2</p> <p>Coordination and administrative support of the Faculty funding processes.</p>	<p>Operate as the Faculty Research Elements Funding module console manager including timely and efficient management of Faculty review and approval workflows and liaising with Faculty researchers, Te Kāhui Poipoi Rangahau – University Research Office and finance teams as needed to support submission of external research grants.</p> <p>Manage Faculty internal funding processes including:</p> <ul style="list-style-type: none"> ○ Regularly reviewing and updating internal funding guidelines ○ Communicating with Faculty staff about internal funding opportunities ○ Managing the internal funding submission processes, including initial screening and collation of funding requests ○ Scheduling and coordinating assessing committee meetings ○ Communicating with assessing committee members over review allocations ○ Taking meeting notes and recording funding outcomes in assessing committee meetings ○ Working in liaison with the Associate Dean Research to communicate funding outcomes and award terms and conditions to applicants ○ Liaising with Faculty finance re: the distribution of funding to successful applicants ○ Communicating with award recipients over reporting expectations and monitoring adherence to reporting processes <p>Collate funding outcomes and information provided by recipients in reports to support the Faculty Research Committee and Faculty leadership to understand outcomes achieved through our internal funding processes and to support the committee to make informed decisions regarding our Faculty funding plans.</p> <p>Manage the summer research awards process including:</p> <ul style="list-style-type: none"> ○ Liaising with the University's Scholarships Office on regulations, timelines, queries and documentation. ○ Regularly reviewing and updating project leader and student guidelines ○ Screening student applications for eligibility ○ Supporting project leads in the allocation of students to projects ○ Coordinating summer student induction ○ Managing processes for payment of stipends ○ Processing summer award reports ○ Communicating with project leads and summer award recipients as needed to fulfil the above functions <p>Develop creative solutions to streamline workflows and continuously improve Faculty funding processes to resolve issues proactively and efficiently.</p>

RESPONSIBILITY	EXPECTED OUTCOMES
<p>Area of Responsibility 3 Coordinate Faculty research events and development activities</p>	<p>Arrange research meetings and events as required.</p> <p>Liaise with Faculty Postgraduate Research Office staff in the coordination of research events and development activities that involve Postgraduate research students.</p> <p>Book venues, arrange catering, arrange parking, and manage calendar appointments and registration processes as necessary.</p> <p>Support programme development for research events and development activities, including liaison with internal and external contributors to confirm their contributions and arrangements for their attendance.</p> <p>Extend hospitality and manaakitanga to external visitors and visitors from other parts of the university.</p> <p>Liaise with AUT Events and AV teams and other parties as necessary to ensure smooth running of Faculty research events and development activities.</p> <p>Support timely and effective communications about Faculty research events and development activities in collaboration with our Faculty Internal Communications Coordinator.</p> <p>Load event materials onto Faculty Research page on Tuia post event where appropriate.</p> <p>Agendas or events materials are drafted and circulated, minutes of meetings (where applicable) are taken and distributed, and consequential correspondence and action points followed up.</p>
<p>Area of Responsibility 4 Undertake special projects/responsibilities when required</p>	<p>Take responsibility for overseeing the planning and coordination of special projects and initiatives agreed by the Faculty Research Committee and aligned with AUT and Faculty research strategy.</p> <p>Coordinate with various departments, teams and stakeholders to ensure successful execution of special projects.</p> <p>Serve as the main point of contact for project-related communications and provide timely updates to the Associate Dean Research.</p> <p>Undertake strategic planning and implementation of new research processes, policies, practices and initiatives.</p> <p>Support the Associate Dean Research to undertake activities to advance business agreed by the Research Committee of Academic Board.</p> <p>Support new projects and initiatives that arise through our Faculty commitment to enact Te Aronui, which align with the aspirations of Te Kete and Rautaki Rāngahau, as appropriate and in discussion with the Associate Dean Research.</p>

	<p>Collaborate with the Associate Dean of Research to align priorities, balancing immediate needs with long-term Faculty research goals.</p> <p>Recommend process improvements based on lessons learned from previous special projects.</p>
<p>AUT Values – Tika, Pono me Aroha Integrity, Respect and Compassion</p> <p>Active contribution to the general philosophy and spirit reflected in AUT policies, procedures and guidelines.</p>	<p>Team performance and the achievement of departmental, team and organisational goals and objectives are actively supported.</p> <p>A mindful focus on equity and diversity is maintained and reflected across all areas of work practice.</p> <p>Knowledge and skills are developed and maintained for a minimum competent performance of current position.</p> <p>Compliance with AUT policy and procedures is maintained along with active contribution to continuous improvement.</p>
<p>Health, Safety and Wellbeing Active contribution to maintaining a psychologically and physically safe and healthy work environment</p>	<p>AUT's health and safety management system, including all policies, protocols, procedures, and tools are understood and adhered to</p> <p>Health and safety activities as outlined in the Roles, Responsibilities and Accountabilities Procedure, including ongoing hazard identification and risk assessment, are engaged in.</p> <p>Internal and external health and safety audits and inspections are proactively participated in, where required, in line with AUT's overall health and safety strategy and goals.</p> <p>An understanding of emergency and evacuation procedures and what is required of staff during an emergency is demonstrated</p>

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.

ORGANISATIONAL CONTEXT

As per Delegated Authorities

Roles reporting directly to the Vice Chancellor; Deputy Vice Chancellor, Deans, Assistant Vice Chancellors, Pro Vice Chancellors	Tier 1
Senior Managers, including Deputy and Associate Deans, Heads of Schools, Group Directors, Directors	Tier 2
Managers including Directors, School Managers, Directors of Institutes/Research Centres	Tier 3
This Role	N/A

Description

This position description forms the broad basis of duties that will be undertaken to support the goals and business of the Faculty Research Committee. The specific tasks are supported are determined in consultation with the Associate Dean Research. Effective performance will result in enhanced services that meet the strategic objectives of the Faculty of Health and Environmental Sciences, which links to the University's strategic plan.

COMPLEXITY

This is a key role in the Office of the Dean and provides advanced administration, communication, information technology skills and experience related to the Faculty research activities. The level of support is consistent with the working levels of the Faculty senior executive and their related activities.

This role requires quick and precise decision making and the ability to see the long term implications of decisions. The ability to establish and maintain effective relationships with a wide range of people including academics and senior management is important in this role.

This role is often responsible for navigating complex situations involving multiple stakeholders with potentially competing interests or priorities. The ability to facilitate open communication, manage conflicting demands, and support alignment across all parties involved is paramount. The role requires proactive problem-solving and negotiation skills to address challenges and ensure that key Faculty projects and initiatives progress smoothly.

AUTHORITIES

Delegations/Contractual

Nil

Staff

Management of hourly paid staff when required

Financial

Nil

PERSON SPECIFICATION

MANDATORY	DESIRABLE
FORMAL QUALIFICATIONS	
<ul style="list-style-type: none"> A tertiary qualification is essential (Bachelor's degree minimum) 	
KNOWLEDGE & EXPERIENCE	
<ul style="list-style-type: none"> A minimum of five years' experience in a similar position can be demonstrated. 	
SKILLS	
<ul style="list-style-type: none"> The holder of this position will be expected to: Have a thorough understanding of the University's research regulations and procedural requirements and timelines Prioritise, to deal with complex, multi-faceted situations, to interact effectively with staff Provide an advanced level of word processing, desktop publishing, internet searching and database management Work autonomously, to use initiative to schedule work priorities, develop internal systems, processes and tools to manage deadlines Follow established guidelines and procedures to complete the range of duties required without supervision Have the confidence to work with people from a variety of professional backgrounds and varying degrees of academic achievement Work co-operatively as part of the Faculty of Health and Environmental Sciences administration team. This requires a high degree of flexibility and the ability to work co-operatively alongside others to achieve goals Treat sensitive information with discretion to ensure confidentiality Understand and manage complex data in order to maintain quality assurance standards Be a lateral thinker with good communication skills, both written and verbal 	
ATTRIBUTES	
<ul style="list-style-type: none"> Uses initiative, is proactive and self-motivated Demonstrated commitment to customer service Ability to complete a range of activities simultaneously Professionalism in all actions Ability to take responsibility of own role and work unsupervised Sensitive to people from all cultures and walks of life 	