Working with the research office

Rebecca Daly, Associate Director Collections & Scholarly Communication
Michael Organ, Manager Repository Services
Research Office
Library
IT
• Interpretation of the operating environment and provision of advice regarding strategy and planning in research and research training

Contribution to the development and implementation of the Strategic Plan 2011-2015

Provision of advice and support for Research Management Committee and Research Degrees Committee regarding development and implementation of research and research training policies and procedures

Contribute to the substantive work of the Research Management Committee and Research Degrees Committee, and their sub-committees and working parties

Maintain effective working relationships with government departments and other agencies, including other universities

Contribution to submissions and responses to government departments and other agencies

Management of administrative functions and processes within the Office of Research including supervision of Office of Research staff

Communication about research and research training matters

Maintenance and development of the research and research training sections of the corporate web page and portal

Contribution of regular staff updates about research and research training matters

Contribution to institutional planning for professional development programs in research and research training

Contribution of professional development programs in research and research training

Management of participation data related to professional development in research and research training

Research training

Leadership in the development and implementation of institutional projects in research training

Promotion and support of staff engagement with evidence-based improvement of research supervision

Administration of higher degree by research (HDR) candidature

Management of institutional HDR / research training data

Intellectual property and research legal services

Development of USC standard research grant and consultancy contracts

Advice on contracts drafted by external parties

Multi-party collaboration solutions

Associated research contract documentation, including subcontracts, licences, assignments and contract variations

Management of intellectual property and copyright matters relating to research and research training

Contribution to the development and coordination of copyright policies, procedures and processes to ensure the University meets its obligations under the Copyright Act 1968 and agreements

Research grants and consultancies

Provision of information about internal and external research grant opportunities

Management of major grant round processes

Administration of internal and external research grants including advice and mentoring for the development of high quality research grant applications

Management of contracts for externally funded grants and consultancies

Provision of effective professional development activities relating to grantsmanship

Management of institutional research grant data

Research information

Coordination of the University’s mandatory external research reporting requirements

Management and development of the USC research information management system to meet the University’s strategic and operational requirements

Management of institutional research publications data for external reporting requirements

Management of reporting and other government compliance requirements related to research and research training.

Research ethics

Provide advice about and facilitate the development and implementation of policies, procedures, forms and guidelines related to research ethics

Coordinate administrative processes, including documentation and reports for University management and external organisations

Coordinate projects related to continuous improvement of Research Ethics systems and processes

Provide advice and support to staff preparing applications for ethics approval

Develop and deliver training based on relevant legislation, external directives, University policies and procedures

Develop and disseminate support materials for staff on all aspects of research ethics, including audio visual presentations

Design and maintain specialised Research Ethics web pages incorporating online forms and related information

Executive officer support for the Human Research Ethics Committee and the Animal Ethics Committee
* Supporting the research process

* Provision of information resources
GRANTS
Shared goals
Communication channels
Metrics
Academic Outreach Team
Thesis administration
Questions / Discussion