POSITION DESCRIPTION

ORGANISATION:
Bushfire and Natural Hazards Cooperative Research Centre (CRC)

POSITION:
Research Program Officer

APPLICATIONS DUE:
10 April 2019

REPORTS TO:
Research Services Team Leader

CONTEXT
The Bushfire and Natural Hazards Cooperative Research Centre coordinates a national research effort in natural hazards, including bushfires, flood, storm, cyclone, heatwave, earthquake and tsunami. It was established on 1 July 2013 with $47m in Commonwealth funding over eight years under the Australian Government’s Cooperative Research Centres Program. The CRC draws together all of Australia’s emergency service authorities with the nation’s leading experts across a wide range of scientific fields to explore the causes, consequences and mitigation of natural disasters.

The CRC’s Core and Contract Research Programs span a number of research disciplines and institutions. The research undertaken by the CRC is required to produce outputs that provide direct benefit to the end-users – the community, response services, government departments and non-government organisations.

The large number of researchers working for the CRC are employed through research institutions across Australia and New Zealand through contractual arrangements with their institution. The research program has strong pressures to deliver useable outputs, gain recognition and harness intellectual property to achieve the significant outputs expected from the CRC. The CRC’s research and utilisation team plays an important role in managing and coordinating the relationships between our researchers and end users.

Utilisation of the knowledge and other outcomes from the CRC’s research program is an important activity for the CRC and involves close collaboration with our end users in the fire services, emergency services, land management organisations and government departments.

CRC VALUES

Respect – To recognise and value the contributions of everyone through embracing diversity in gender, ethnicity and thought

Focus – Ensuring that our activities are aligned with the CRC vision and mission.

Integrity and Honesty – To be honest and act with integrity in all we do.

Research Excellence – Pursuing highest quality research methods and outcomes aligned with the mission of the CRC.

Supportive Leadership – Allowing all involved in the CRC to achieve their leadership potential.

Trust and Collaboration – Sharing and working cooperatively in a trusting environment.
PURPOSE OF THE POSITION

As a member of the Research and Utilisation Team in the Bushfire and Natural Hazards Cooperative Research Centre (CRC), the role supports the efficient development, implementation and management of research projects in the CRC Program. This includes utilisation elements for each project and playing a role in ensuring that outputs meet the needs of project end-users.

The Research Program Officer will also participate in other contract research management and utilisation projects, as a member of the Research and Utilisation team.

The position is based at the CRC’s Melbourne Office.

KEY RESPONSIBILITIES

Research Project Management

The Research Program Officer is responsible for:

- working closely with researchers in the monitoring and reporting of progress on projects
- providing project management oversight and tracking ongoing progress of projects
- maintaining communication with lead researchers and research teams on the progress of projects
- identifying and supporting the management of issues and risks that could affect the CRC’s projects
- coordinating and preparing documents and briefing information on relevant projects for CRC meetings and reporting, and
- supporting the monitoring and evaluation of the CRC’s research projects, including updating the monitoring and evaluation database.

Stakeholder Engagement

Strong relationships with internal and external stakeholders is essential for the efficient administration of the CRC’s research program. The Research Program Support Officer is responsible for:

- representing the CRC by attending meetings, forums etc. with stakeholders and other organisations as required, and
- supporting the CRC’s communications team to source and provide information that contributes to the development of a range of media and communications products to promote research projects.

Office Support and Administration

The Research Program Officer is responsible for providing administrative support and undertaking other tasks as required to support the effective operation of the CRC.

KEY RELATIONSHIPS

Internal:

Research Director
CEO
Research Services Team Leader
SELECTED CRITERIA

Education:

- University degree, preferably in an area relevant to natural hazards and/or emergency management, or equivalent work experience.

Specific knowledge and experience required:

- Well-developed communication and interpersonal skills, together with the ability to liaise effectively with a mature, friendly and confident personal style, and build and maintain strong and effective relationships with a diverse group of stakeholders
- Strong skills in project management, including a demonstrated ability to plan and organise work efficiently and to operate effectively in an environment characterised by short and often conflicting time frames
- Sound writing skills and the ability to undertake projects independently, liaising with external stakeholders as necessary and meeting deadlines
- Sound conceptual and analytical skills, including the ability to identify issues, manage data and develop appropriate solutions
- Highly developed skills in MS Office and other related programs

Desirable knowledge and experience:

- At least 2 years’ experience in a similar, or related role
- Knowledge of the workings of universities or research organisations
- Knowledge of the workings of government departments and agencies
- An understanding of intellectual property management and contract negotiation
- Experience working in, or with, organisations involved in disaster and emergency management.

FOR MORE INFORMATION

Dr John Bates, Research Director, Bushfire and Natural Hazards CRC

0408 019 409  john.bates@bnhcrc.com.au