

POSITION DESCRIPTION

ORGANISATION:

Bushfire and Natural Hazards Cooperative
Research Centre (CRC)

POSITION:

Research Utilisation Program Support Officer

Full time, fixed term contract to 30 June 2021

REPORTS TO:

Research Director

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 emergency services and land management organisations.

CRC VALUES

Respect – recognising and valuing the contributions of everyone.

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 the 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), this position reports to the Research Director and provides project and administrative support to support utilisation of the CRC's research, working closely with the Research Utilisation Manager and Manager - Partnership Development.

KEY RESPONSIBILITIES

Research utilisation

Provide high-level administrative support to assist in the management of the CRC research utilisation program including supporting the effective administration the CRC project management database, answering phone calls and emails.

Contribute to the monitoring and evaluation of the CRC research program including administering the CRC monitoring and evaluation database, contributing to data analysis and monitoring of program performance, and contributing to the preparation of internal and external reports on monitoring and evaluation of the CRC research and utilisation activities.

Partnership development

Provide project and administrative support for partnership development activities, including assisting with coordinating large meetings and developing materials to support partnership development activities.

Stakeholder engagement

Develop strong relationships with internal stakeholders and research partners to foster efficient administration practices.

Where required, represent the CRC by attending meetings, forums etc. with stakeholders and other organisations.

With the research team, provide support for the CRC's communications through social media and website channels.

Office support and administration

Provide project and administrative support and other tasks as required to support the effective operation of the CRC.

KEY RELATIONSHIPS

Internal:

Research Director
Research Utilisation Manager
Manager – Partnership Development
Research team

Communications team
Executive Assistant to the CEO

External:

CRC end-users within emergency service agencies
CRC researchers

SELECTION CRITERIA

Education

- University degree in an area relevant to natural hazards and/or emergency management, including but not limited to science and engineering; 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.
- Sound writing skills and the ability to undertake projects independently, liaising with external stakeholders as necessary and meeting deadlines.
- Ability to organise work efficiently and to operate effectively in an environment characterised by short and often conflicting timeframes.
- Sound conceptual and analytical skills, including the ability to research, identify issues, manage data and to develop appropriate solutions.
- Highly developed skills in MS Office and other related programs.
- Valid driver's license and ability to travel interstate.

Desirable knowledge and experience

- Knowledge of the workings of universities or research organisations.
 - Familiarity with databases.
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APPLICATION DUE DATE

Applications close on 3 April 2018.