

UNIVERSITY OF OTAGO
Ōtākou Whakaihu Waka

JOB DESCRIPTION

JOB TITLE: Research Administrator
DEPARTMENT: Health Research South, Dean's Office
SCHOOL / DIVISION: Faculty of Medicine - Dunedin
Health Sciences

Health Research South (HRS) is the entity responsible for the integrity of the health research conducted within the joint research environment of the Faculty of Medicine - Dunedin (FOM-D) and Health New Zealand | Te Whatu Ora – Southern.

1. PRIME FUNCTION

To contribute to the achievement of HRS objectives via the provision of a high level of effective and efficient research administration support, including financial administration support, to enhance and safeguard the research performed in the FOM-D and Health NZ Southern.

2. MAIN OBJECTIVES

- To provide and maintain administrative functions for HRS to enable both the Research Office and the HRS Oversight Kāhui to operate efficiently and effectively, ensuring compliance with University and Health NZ policies and procedures.
- To assist with the management of Research accounts (approximately \$4 to \$5 M) held within Health NZ Southern, and to provide direct reporting to the HRS Manager and the HRS Oversight Kāhui in this area.
- To make a full contribution to the overall outputs of HRS.

3. KEY TASKS

- Coordinate the processes for distributing HRS funds and other funding rounds facilitated by HRS, including finalising the calls, setting up the panel, collating scores/results, writing letters to the applicants, and maintaining an up-to-date record of successful grants.
- Act as the primary contact for FOM-D academic leadership, Health NZ leaders and external trusts for funding rounds.
- Carry out accurate and timely entry of information into databases and ensure that all relevant paperwork has been completed.
- Make or arrange for modifications to the research database used in HRS, write reports, and create templates, as required.
- Compile accurate and timely reports to various groups including the HRS Oversight Kāhui.
- Provide administrative support for the HRS Oversight Kāhui (agendas, minutes, correspondence, venue bookings etc.).
- Manage the archiving of completed research projects, including liaising with principal investigators, study coordinators, external researchers, the Health NZ finance team, and University of Otago Information Management as required.
- Guiding researchers in setting up access to and use of online platforms for research, e.g. ethics committee platforms.

- Monitoring and administration of Health NZ Southern research accounts including arranging for opening and closing of accounts, liaising with research teams and Health NZ finance personnel as required, reporting on to HRS Manager and Oversight Kāhui.
- Maintain a system of quality improvement and good practice in the administrative functions of the office, including ensuring standard operating procedures are kept up to date.
- Carry out a variety of administrative tasks and projects as required, including filing, attending to correspondence, monitoring the HRS shared inbox, preparing newsletters, coordinating meetings, website updates etc.
- Provide support to events that celebrate Health NZ Southern and FOM-D research activity including Research Excellence Awards and Summer Studentships.
- Provide administrative support to research workshops and training sessions coordinated by HRS or supported by the HRS Oversight Kāhui.
- Work as an effective team member with others engaged in research administration within the University of Otago and Health NZ Southern.

4. RELATIONSHIPS

Directly responsible to: Manager, HRS

Supervision of: N/A

Functional relationships with: Research Advisors, HRS
 Research Advisors, Research & Enterprise
 Co-Chairs of the HRS Oversight Kāhui
 Staff of Evidence & Pathways, Health NZ
 Academic, research and professional staff of the FOM-D
 Clinical and general staff of Health NZ Southern
 Dean of the FOM-D
 Associate Dean Research of the FOM-D
 Administrators of various relevant organisations e.g.
 University of Otago and Health and Disability Ethics
 Committees.
 Representatives of local research funders and trusts

5. EXPECTED OUTCOMES

- An up to date and accurate database of Health NZ Southern and FOM-D research projects.
- Effective administrative support for HRS across all areas of responsibility.
- Compliance with all relevant University of Otago and Health NZ policies and procedures.

6. QUALIFICATIONS & EXPERIENCE

- Experience in an administrative environment is required.
- Computer literacy and technical proficiency in Microsoft Office programmes including Excel is required.
- Experience in financial administration desirable.
- Tertiary qualification or equivalent experience desirable.

7. PERSON SPECIFICATION

- Strong communication skills, both written and spoken.
- Interest in health research
- A systematic approach to tasks and attention to detail.
- Confident at navigating unfamiliar online systems.
- A professional, accountable, service-oriented approach.
- The ability to take responsibility for own work and to plan and work within set time frames.
- The ability to contribute positively as part of a team.
- The ability to develop and maintain effective working relationships in a variety of situations and with a variety of individuals.
- The ability to accept and respond positively to change.
- An understanding of, or the ability to acquire an understanding of, regulations and policies.

8. MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. HEALTH & SAFETY

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

10. SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.