

RESEARCH COORDINATOR ROLE DESCRIPTION

Approved by Council: 22 Jun 2022



1. Overview

Each College of the University is required to appoint a Research Coordinator to meet the requirements of section 5 f) of Regulation 3: Colleges

A College of the University must at all times have ... an officer with responsibility for the research culture of the College.

This document provides a guide to the role and responsibilities of the Research Coordinator of a College of the University, referenced to relevant University Policies.

2. Role and Relationships

- 2.1 The Research Coordinator is the primary contact at the College for matters relating to research and research training and works closely with the academic staff of the College, the University's Dean of Research Strategy and the Dean of the School of Graduate Research and their staff.
- 2.2 The Research Coordinator must be a member of academic staff of the University who meets the minimum requirements for being a research-active academic as defined by the University's Academic Staff Policy.
- 2.3 The Research Coordinator is usually appointed by the College as a member of the University's Research Strategy Committee (Schedule 4.1.3 of Regulation 1), and is eligible to be nominated for appointment to the School of Graduate Research Committee.
- 2.4 Colleges may, by mutual agreement, choose to appoint one person to be the Research Coordinator for two or more Colleges. If this occurs, the person still exercises a single vote of any University committee of which they are a member by virtue of being a Research Coordinator.

3. Responsibilities

- 3.1 Research Coordinators play a lead role in research and research training activities at their Colleges and across the University. This includes:
 - a) developing the research culture at each College and throughout the University, including organising and supporting research seminars and events such as the University's annual Research Conference.
 - b) monitoring research outcomes at each College, including peer reviewed publications and research-based impact and engagement activities
 - c) admissions, enrolments, and orientation for higher degree by research students, including provision of course advice and referral to appropriately qualified supervisors
 - d) ensuring Supervision Agreements are in place for each higher degree by research thesis

- e) supporting research students and their supervisors through confirmation, ethical review, and annual requirements such as research seminar attendance and annual reporting
 - f) advising staff and research students on applying for research grants and scholarships
 - g) being the primary channel of communication to the College for University activities and policies relating to research and research training.
- 3.2 Specific responsibilities are assigned to Research Coordinators under the following University Policies:
- a) Academic Integrity Policy
 - b) Admissions Policy – course advice to prospective students and applicants for admission
 - c) Enrolment Policy – in conjunction with the SGR Dean and Registrar, monitoring enrolments in higher degrees by research, including recommending changes to candidature and leave of absence
 - d) Inclusion Policy – authorisation of a Student Support Plan for students with special needs
 - e) Minor Thesis Policy – assistance with student preparation of a topic and identification of a suitable supervisor
 - f) Research Grants Policy – support for research grant applicants at a College
 - g) Student Progress Policy – ensuring student progress is monitored and that action is taken when a student is at risk of unsatisfactory progress
 - h) Supervisors Policy – nominating Supervisors for appointment and negotiation of a Supervision Agreement