



## Office of Research & Postgraduate Studies

### Job Description

<b>Title</b>	Research Project Officer
<b>Incumbent Name</b>	New Position
<b>School/Division</b>	Office of Research and Postgraduate Studies (ORPS)
<b>Grade</b>	Band 3
<b>Category</b>	Administration
<b>Reporting to</b>	Director, Office of Research and Postgraduate Studies
<b>Direct Reports</b>	Nil

#### Summary of Duties

To support the Director, ORPS as follows:

- To provide administrative, communication and technical assistance to the Director to enable ORPS to effectively support SINU-wide research undertakings
- To capture, document and manage comprehensive information about the research capability of SINU, existing and new stakeholder relationships, research funding and grants and local, national and international research undertakings and opportunities
- To develop tools and templates to streamline processes so that researchers are better able to successfully access grants, get proposals approved, and implement their research projects
- To support the administration and management of postgraduate degrees by research as required

#### Main Duties and Responsibilities

<b>Key tasks</b>	<ul style="list-style-type: none"> <li>• To support translation of ORPS Operational Plan into Actions, identifying resource requirements, assisting budget development and monitoring implementation</li> <li>• To support Schools' preparation of Research Operational Plans</li> <li>• To seek guidance and advice from Planning &amp; Development, HRM, Finance, SAS, Library, ICT to ensure ORPS operations comply with and complement existing practices, systems and processes</li> <li>• To build a resource bank of tools, templates and reference materials for research proposal preparation, budgeting, implementation and reporting</li> <li>• To support research project implementation, monitor milestones and reporting, and flag issues to be addressed</li> <li>• To develop, populate and keep updated a SINU research capability database which maps the skills, projects, experience and expertise of researchers at SINU</li> <li>• To document MOUs, partnerships and agreements, together with review schedules and activity reports, to support capture and expansion of stakeholder relationships</li> <li>• To source, document and monitor directories, websites, organisations and services which list and/or announce research grants, scholarships and funding opportunities nationally or internationally</li> <li>• To oversee the preparation and dissemination of research-related informational and promotional materials including a SINU research capability statement</li> <li>• To provide such other support as may be required to assist the Director in delivering on the ORPS responsibilities.</li> </ul>
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<b>General Responsibilities</b>	The <b>Research Project Officer</b> for the Office of Research and Postgraduate Studies has an important role in providing ongoing practical support to the Director. This person will be responsible for ensuring that systems and processes for the management of academic research, as well as postgraduate studies, are in place and are effective in meeting the needs of users. They will be pro-active in sourcing and gathering essential research-related information to support the Director, and they will be flexible in responding to changed priorities and emerging needs. The successful applicant will be confident in consulting and negotiating with a wide range of university personnel to seek information and to explain research-related processes.
<b>Key Performance indicators</b>	<ul style="list-style-type: none"> <li>• Research proposals and projects are efficiently processed, implemented, managed and monitored via effective, user-friendly tools, templates and procedures;</li> <li>• Stakeholder relationships are well-documented, and are serviced and maintained via a regular communication and reporting schedule;</li> <li>• A SINU research capability statement is prepared, updated and disseminated bi-annually;</li> <li>• A database of active researchers can be interrogated to provide current information regarding SINU-wide research capability;</li> <li>• Research-active academics and postgraduate students are satisfied with support provided by the Research Project Officer.</li> </ul>
<b>Dimensions</b>	Document key tasks across the following dimensions: <ul style="list-style-type: none"> <li>• Problem solving and impact</li> <li>• Decision making</li> <li>• Working environment</li> <li>• Resource management</li> </ul>
<b>Qualifications required</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Business, Project Management, Office Administration, Marketing, Communication etc (minimum qualification is a Bachelor Degree)</li> </ul>
<b>Experience and Essential Skills</b>	<ul style="list-style-type: none"> <li>• Significant experience in designing and drafting administrative tools and templates;</li> <li>• Expertise in designing and building relational databases;</li> <li>• A can-do attitude and the capacity to work independently;</li> <li>• Flexibility and willingness to work collaboratively;</li> <li>• Excellent oral and written communication and negotiation skills;</li> </ul>
<b>Most frequent Contacts</b>	Director, ORPS Administrative Assistant, ORPS Research-active Academics within Schools Supervisors of postgraduate students Candidates for postgraduate degrees by research

### Document History

Approval Date/ Date of Classification	
Review Date	
Revision History	

<b>Signatures</b>	
Manager	
Employee	
HRM	



## Solomon Islands National University

### Terms and Conditions for Band 3 of the University Salary Structure

<b>Employment Type:</b>	Three (3) years Fixed Term
<b>Salary:</b>	Range between <b>SBD\$79,000.00 – SBD\$121,000.00</b> per annum
<b>Gratuity:</b>	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
<b>Housing Allowance:</b>	University Housing or Market rental at value to be determined by University according to University Housing Policy.
<b>Annual Leave:</b>	30 Calendar Days per annum.
<b>Leave Passage:</b>	Entitled to annual return fares for employee and legal dependants to registered home of the employee.
<b>Other benefits:</b>	Other conditions and benefits according to SINU Staff terms and conditions of Employment

***Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.***