

# POSITION DESCRIPTION



## SECTION A: Position Context

<b>Position Title</b>	Administrative Officer
<b>Position Grade</b>	E1 - Officer
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus – School of Research
<b>Term of Appointment</b>	Fixed-Term appointment
<b>Effective Date</b>	January 2025

## Position Purpose

The responsibilities of this position include general administration of any internal and external research grants in the University during pre- and post-award stages, although the main priority focuses on administering and managing intellectual properties (IPs) for the School of Research. The IPs include copyrights, utility innovation, patents, etc. The administrative duties include IP planning support, documentation management, schedule coordination, risk and issue tracking, stakeholder engagement, resource management, the communication and provision of IPs related information to researchers, and the handling of all related administration processes to support grants and IPs processes. This includes but is not limited to, processing of claims, management and entry of data, maintenance of filing systems as well as some analytical tasks. The position is expected to help the School of Research implement and improve new IP processes and guidelines related to research grants and research consultancy projects.

In undertaking these responsibilities, the position is expected to exhibit a highly professional approach in working closely and collaboratively with management and staff members at both the Sarawak and Melbourne campuses as well as with parties (private and government) external to the University.

## Participation on Committees

The position will be required to participate in relevant committees as and when needed and as directed by the Assistant Manager, Research and Innovation Office; or Director, School of Research; or Deputy Pro-Vice Chancellor (Research); or any other person as assigned by an authorised personnel.

## Supervision Reporting Relationship

This position's supervisor / manager	Assistant Manager, Research and Innovation Office; or any other person as assigned by an authorised personnel
This position's subordinate	None

## Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	<b>ADMINISTRATIVE AND SECRETARIAL SUPPORT</b>	<ul style="list-style-type: none"> <li>Organise and maintain electronic and physical filing systems for IP agreements, documentation, contracts, and other essential records.</li> <li>Assist in IP agreements for internal and external projects, ensuring clarity, accuracy, and compliance with legal standards. Liaise with legal advisor for document vetting, addressing any concerns or queries that may arise during the entire IP lifecycle in collaboration with corresponding academic staff.</li> <li>Support financial processes, including expense and timesheet tracking, invoice processing, and budget monitoring.</li> <li>Assist in the preparation of budget reports and documentation for project funding, especially for IP filing and maintenance over the IP lifecycle.</li> <li>Assist in the development of IP plans, including timelines, milestones, and resource allocation, ensuring alignment with internal or external project objectives and constraints.</li> <li>Create, organise, and maintain IP documentation, such as IP schedules, reports, and presentations to ensure information is readily available for stakeholders.</li> <li>Act as a liaison between project teams, clients, and external vendors to facilitate clear and timely communication. Ensure all parties are informed of updates, changes, and requirements of the IPs.</li> <li>Coordinate meetings, workshops, and other IP-related events, including logistics, agendas, and follow-up actions.</li> <li>Monitor project progress and identify potential risks and issues. Assist in developing mitigation or resolution strategies and maintain logs to track and document resolutions.</li> <li>Support stakeholder management efforts by preparing stakeholder communications and facilitating engagement activities to ensure stakeholder expectations are managed.</li> <li>Contribute to the smooth running of research administrative functions and maintain effective communications within and outside the School of Research.</li> <li>Assist in identifying potential IP opportunities and liaise with faculty researchers on the IP applications.</li> <li>Maintain records of IP-related activities required for internal reporting, and make regular reports on year-to-date progress.</li> <li>Assist in internal and external grant-related processes, tracking, and reporting as necessary.</li> <li>Collaborate with the Director, School of Research and other Faculty and School of Research staff, in developing and improving data collection, record-keeping and reporting of grant-related outcomes.</li> </ul>
2.	<b>LIAISON AND INTERACTION</b>	<ul style="list-style-type: none"> <li>Record and disseminate minutes of meetings or notes as required.</li> <li>Ensure processes and guidelines relating to HDR progressions are clearly documented and communicated to stakeholders.</li> <li>Assist with preparing and disseminating or dispatching correspondence.</li> <li>Liaise with government authorities, and other internal and external stakeholders.</li> </ul>
3.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> <li>Execute OHS requirements in respective work areas;</li> <li>Maintain cleanliness, good housekeeping and overall safe work environment; and</li> <li>Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul>

4.	<b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>• Commit to the Swinburne Values.</li> <li>• Conduct work professionally while demonstrating the Swinburne Values at all time.</li> </ul>
5.	<b>OTHER DUTIES</b>	Any other duties as and when required and directed by the Assistant Manager, Research and Innovation Office; or Director, School of Research; or Deputy Pro Vice-Chancellor (Research); or PVC & CEO (Sarawak); or any other person as assigned by an authorised personnel.

## SECTION C: Key Selection Criteria

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential/ Highly Desirable/ Preferable</b>
1.	a) A Bachelor's degree in a relevant discipline from a recognised institution; or b) A Diploma in a relevant discipline from a recognised institution with a minimum of three (3) years of relevant work experience.  Fresh Bachelor degree holders in relevant discipline can be considered.	Essential

<b>Experience / Knowledge / Attributes:</b> Required by the position to successfully perform the key responsibilities.		<b>Essential/ Highly Desirable/ Preferable</b>
1.	Demonstrated high level of maturity consistent with the requirements of the position for independent work and proactive approach to completing assigned tasks.	Essential
2.	Demonstrated ability to attend to details and to handle more than one priority at a time to successfully prioritise and identify the best course of action in the implementation of assigned tasks.	Essential
3.	Demonstrated time management and organisational skills, including the ability to monitor, coordinate and follow up to meet tight deadlines.	Essential
4.	Proficiency in using written and spoken English and Bahasa Melayu.	Essential
5.	Ability to communicate effectively and empathetically with people at all levels in both the external and internal environment.	Essential
6.	Demonstrated ability to work well in a team environment and contribute actively to team cohesiveness.	Essential
7.	Demonstrated computer literacy to perform a range of tasks, including proficiency to produce a range of documents relevant to the role from the MS Office Suite, Adobe Acrobat Professional and other software applications.	Essential
8.	Demonstrated integrity in handling sensitive information and ability in maintaining confidentiality of information.	Essential
9.	Demonstrated ability to develop, implement and manage administrative systems and processes.	Essential
10.	Demonstrated understanding of research and postgraduate studies.	Highly Desirable
11.	Demonstrated understanding of the intricacies of commercial project contracts.	Highly Desirable
12.	Proven experience in project coordination or project management	Highly Desirable
13.	Strong organisational and multitasking skills with the ability to handle multiple projects simultaneously	Highly Desirable
14.	Excellent communication and interpersonal skills, with the ability to work effectively with diverse teams and stakeholders	Highly Desirable