JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described			
POSITION DETAILS:	**Position Title:**	**RESEARCH OFFICE COORDINATOR, AUTISM CRC**		
Division:	Brain and Behaviour		**Department:**	Autism Research
Position reports to: (role)	Professor Andrew Whitehouse			
Location: *include all possible locations*	Telethon Kids Institute, 100 Roberts Road Subiaco WA 6008			

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

Autism CRC was formed in 2013 to manage the Cooperative Research Centre for Living with Autism, a program funded by the Commonwealth Department of Industry, Innovation and Science and Participants in the Centre. This world first national program has a term of 8 years to June 2021, and has three major areas of research focus:

1. Delivering earlier, accurate diagnosis, thus facilitating life-long benefits through access to appropriate early intervention;
2. Delivering better educational outcomes through improved learning and teaching approaches in schools; and
3. Delivering improved employment, further education and health and wellbeing outcomes for adults on the spectrum as they participate in society.

Autism CRC is now moving into the second phase of its life, building the capacity, strategic partnering and additional funding arrangements for a sustained operation that undertakes major research and translation programs. The geographic focus of Autism CRC's operational base will also be expanded in this next phase, with a particular emphasis on the Asia-Pacific region.

Professor Andrew Whitehouse, based at the Telethon Kids Institute in Perth, Western Australia, is the Chief Research Officer (CRO) of the Autism CRC, providing strategic direction to Autism CRC's core function of research and innovation. The CRO leads the CRC's 'research office', which comprises several staff based at the University of Queensland (Brisbane, Australia).

The advertised position is for a Research Office Coordinator, who will be Perth-based, and provide operational, strategic and administrative support to Professor Whitehouse, based at the Telethon Kids Institute. A key function of the Research Office Coordinator will be to manage communication to the research office, and to facilitate effective communication across Brisbane and Perth-based staff. The Research Office Coordinator will also work with the CRO to undertake strategic and operational duties that assist in the administration and delivery of the CRC's research and innovation agenda, and to support the CRO in personal administration.

This position is 0.8FTE, and the successful candidate will have flexibility as to how this is spread across the working week.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable	***% of Total Role***	***Inputs:*** What are the key activities or tasks to be carried out?	***Outputs:*** What are the expected end results?	***Measures:*** How it is measured

Operational support to CRC research office	40	• Assist with preparation for meetings, including scheduling, agenda and minute writing, and dissemination of information to relevant individuals and groups. • Management of communications to the CRC research office from internal and external stakeholders, including taking primary responsibility for the generic office email. • Preparation of daily briefings to the CRO. • Develop policies and procedures for the operations of the research office. • Provide the primary point of contact between the Perth and Brisbane staff in the CRC research office.	• The efficient generation of clear and accurate documentation. • The development and execution of transparent communication protocols. • Daily briefings to the CRO regarding research office activities. • A suite of policies that guide research office activities • Cohesive day-to-day communication between Perth- and Brisbane-based staff.	• Quality of documentation • The timely and smooth completion of duties, and feedback from the CRO and other research office members. • Quality of daily briefings. • Quality of policies, and how these improve the efficiency of operations. • Feedback from the CRO and other research office members.
Personal administration support to Professor Andrew Whitehouse	30	Provide general administration support to Professor Whitehouse and his personal research team at the Telethon Kids Institute, including (but not limited to): • Meeting scheduling and organising travel arrangements • Assistance with responding to email and other correspondence • Other duties as directed	• Cohesive day-to-day functioning of Professor Whitehouse's administration duties.	• The timely and smooth completion of duties, and feedback from the CRO and other research office members.
Strategic support to the CRO and CRC research office	20	In collaboration with the four other members of the CRC research office, provide assistance to the CRO in undertaking the following duties: • Assist with the operational management of Autism CRC's education program including on boarding of new scholars, meetings and annual Scholars Day, lab-to-life, and moderation of online scholars community group. • monitor, review and redirect, as appropriate, Autism CRC's programs of research work, and report on the progress of such work to key stakeholders including funding agencies; • Further develop Autism CRC's national research operations model	• An education program that trains and equips new post-graduates and other students with skill and attributes to undertake research and development that delivers benefits to the autistic and autism communities. • A cooperative approach to research and education to maximise benefits from our education and research programs.	• Feedback from internal and external stakeholders, including the autism community, the Autism CRC Board, and participant organisations of the CRC.

Other strategic and operational duties as required	10	Other duties as requested by the Centre Director consistent with skills, time and capacity.	• As directed	• As directed

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	Relevant degree in Health Administration, Allied Health, Psychology, Science, Human Services or Business or equivalent knowledge and skills developed through professional experience.
Skills, Knowledge & Experience:	1. Professional administrative skills/experience including meeting scheduling, IT systems use, and general office management. 2. Highly developed interpersonal and communication skills sufficient to ensure coherent operations between staff members based in Brisbane and Perth. 3. Demonstrated experience in the development of operational policies and procedures. 4. Proven ability to work as a member of a team as well as on own initiative without close supervision. 5. Excellent knowledge of scientific research, including study design, data management and knowledge translation.

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	Relevant university qualification
Skills, Knowledge & Experience:	1. Good knowledge of the Australian Government's Cooperative Research Centre scheme 2. Good knowledge of autism, and related research goals. 3. Belief in our mission to empower autistic people to discover and use their diverse strengths and interests

SCOPE:			
Financial accountability: Does this role have accountability for a budget? – No			
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?			
No. of direct reports	0	No. of indirect reports	0

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

			Research Focus Area Head, Brain and Behaviour			
Immediate level of supervision			Head, Disability/ Chief Research Officer (CRO) Autism CRC			
Other roles reporting to immediate supervisor		Autism CRC 'research office' (3 people base in Brisbane)	Research Office Coordinator, Autism CRC	Autism Research Team, Telethon Kids Institute (15 people based in Perth)		
Direct reports (role x no.)						

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?