

Job Description



Position Title	Research Support Officer	Level	B
Reports to (role)	Program Manager, END RHD WA	Career Stream	Program
Team	Strep A Translation		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Research Support Officer will provide efficient administrative, project and operational support to the Strep A Translation team. Working closely with the Program Manager, this role will support the planning, coordination and delivery of program activities, while also providing proactive executive and diary management support to one of the Team Leads. The position will contribute to effective governance, stakeholder engagement, financial administration and operational efficiency across the program.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Program Support	- Assist with planning, prioritisation and coordination of program activities. - Support the coordinate internal and external program meetings, including preparation of agendas, papers, minutes and action tracking. - Support governance, ethics and compliance requirements, including ethics applications, reporting obligations and associated documentation processes. - Support the maintenance of program documentation including action registers, risk logs, reporting schedules and shared filing systems. - Assist with onboarding and coordination of staff, students or contractors as required.	- Projects and milestones tracked and delivered on time. - Reporting obligations met to required standards. - Clear documentation and project oversight tools maintained. - Positive feedback from Program Manager and Project Lead.
Administrative Support	- Manage inboxes and communication channels as required, redirecting enquiries as appropriate. - Provide high-level administrative and diary management support to the Project Lead and Program Manager. - Arrange travel as required, including accommodation, itineraries, visas and other documentation requirements.	- Timely and efficient coordination of meetings and travel. - Accuracy and quality of documentation and records. - Tasks communicated and completed in a timely manner.

	• Draft correspondence, briefing notes and presentations as required. • Provide financial administrative support including procurement, reimbursements and credit card reconciliation. • Maintain professional documentation including CVs, biographies and related materials as required. • Provide secretariat support, including preparation of agenda, papers, minutes and actions as required. • Deal effectively with postal correspondence, telephone calls, emails and diverting such to other staff where appropriate. • Maintain accurate records and filing systems.	• Positive feedback from Program Manager and Project Lead.
Stakeholder Engagement and Collaboration	• Establish and maintain stakeholder relationships through effective communication. • Work collaboratively with other team members, research investigators and stakeholders. • Plan and coordinate events for the team. • Support the Program Manager in responding to queries from Institute staff and external stakeholders.	• Positive feedback from stakeholders and collaborators. • Effective and professional communication. • Well-coordinated team events and engagement activities.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought.

ESSENTIAL CRITERIA

Qualifications:	Undergraduate degree in a relevant field and/or demonstrated experience in program coordination and administration support.
Essential Skills, Knowledge & Experience:	• Demonstrated experience in administration, program or project coordination. • Experience providing high-level administrative support, including diary and meeting management. • Excellent attention to detail and organisational skills, with the ability to set priorities and meet deadlines in a fast-paced environment. • Adaptability and the ability to anticipate needs, use initiative and take proactive action. • Demonstrated experience supporting financial administration processes. • Excellent verbal and written communication skills, including preparation of reports and correspondence for multi-level stakeholders.

	• Excellent people skills with a desire to help others and develop collaborative relationships in a diverse team. • Evidence of contributing to process improvement and continuous improvement initiatives. • Demonstrated proficiency in a standard array of software packages and the ability to learn new systems quickly.
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DIRECT REPORTS	0
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Approved by:	Program Manager
Date approved:	09.09.26
Reviewed by P&C:	09.09.26