

Position Description

Position title:	Research Administrator
Department:	Research Department
Classification:	Administrative Officer – Grade 4
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027.
Reporting to:	Director, Research

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women’s Hospital is Australia’s first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women’s health and cancer services. We advocate for women’s health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women’s mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women’s vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is ‘**Creating healthier futures for women and babies**’. Our values are:



Courage



Passion



Discovery



Respect

The Women’s declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women’s health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women’s is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

About the department/unit

The Women's is Australia's leading dedicated women's health research organisation, delivering a highly impactful and globally recognised, hospital-based clinical research program that spans the full translational continuum—from foundational discovery science to clinical care, health systems innovation, and community-based interventions. As a specialist tertiary hospital, the Women's is uniquely positioned to translate evidence-based knowledge into improved outcomes for women and families, rapidly bridging the gap between research and bedside care. In 2025, over 3,000 patients participated in research at the Women's across 185 active clinical research projects. The Research Department at the Women's is a dynamic and collaborative environment that brings together leading researchers and clinicians in women's and neonatal health, producing more than 300 peer-reviewed publications per year and maintaining strong partnerships with leading local and international research institutions.

This Research Administrator position is within the Women's dedicated Research Office, which provides support to research groups working within the hospital, including administrative, operational and governance support across a diverse research portfolio.

Position purpose

The role will provide research administration support and co-ordination for research conduct and governance at the Women's, as well as Executive Assistant support to the Research Director. This role requires exceptional organisational skills, discretion in dealing with sensitive information and the ability to manage competing priorities with professionalism and efficiency. The ability to build and maintain positive working relationships with internal and external stakeholders is critical, as is the ability to work collaboratively within a team alongside other members of the Research Office and the extended Research Department.

Key responsibilities

Research and innovation support

- Support high-quality research through collaborative engagement, co-ordination and administrative support of scholarly and creative activities.
- Support administration of applications for research ethics, governance and funding. Support intra- and inter-disciplinary research collaborations and activities.
- Build awareness of industry partners and participates in opportunities for research partnerships.
- Adopt and foster a culture of research excellence, innovation and impact.
- Support the tracking of research outputs, impacts and performance metrics

Communication

- Responding appropriately to internal and external enquiries and liaising with Hospital staff and external contacts on behalf of the Research Director; Proficient use of Microsoft Office applications including Outlook, Word, PowerPoint, Excel, to create and format appropriate documentation and presentations including reports, correspondence and other written and visual material.
- Assist with the development and distribution of a variety of professional correspondence, both internally to staff or stakeholders or to external suppliers or contacts.

Planning and Coordination

- Provide co-ordination and administrative support to a range of cross-department functions and activities including meetings, committees, events, lectures, journal clubs, other scholarly and social activities, and internal and external research, including booking venues, inviting attendees, preparing agendas and taking accurate minutes in accordance with Hospital policies and procedures and Executive Office Support guidelines.
- Maintenance of effective standardised systems to proactively manage Director workflow
- Coordinating conference registrations and organising travel, accommodation and expense reimbursements using correct procedures as per hospital policy
- Coordinate responses to requests including grant and scholarship opportunities, funding applications, policy submissions, Board papers, and Department of Health and other briefs, including distribution to the relevant Directors for input.
- Support consumer engagement for research where needed
- Support the onboarding of researchers and registration of honorary staff
- Support governance, monitoring and auditing preparation and report writing

Practice improvement and Service development

- Identification of continuous improvement opportunities and providing input to redesign processes or policies for research administration, co-ordination and support
- Timely and effective management of defined administrative and project activities allocated under the guidance of the Research Director

Information and data management

- Creation and maintenance of files and documentation in accordance with defined standards and operating procedures, including electronic document management and email distribution lists
- Support the maintenance of research databases and tracking systems

Stakeholder relationships

- Build effective relationships with staff and all relevant stakeholders (which will include staff, students and visitors, and other hospital and academic sites).
- Respect the needs of patients, members of the public and maintain a professional approach to all interactions
- Problem solving including resolution of conflict, prioritisation of work, negotiation and strategic management of issues and risks with escalation where appropriate
- Build awareness of industry partners and opportunities for research partnerships

Training

- Identification of personal training needs and an ongoing commitment to personal development and continuous improvement

Other

- Technical assistance and appropriate technical liaison to support activities such as conference calls, presentations, projections, video conferencing and virtual online platforms.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

- Embodies the Women's values of courage passion discovery and respect
- Reliable and able to maintain confidentiality
- Ability to think ahead and be proactive with a can-do attitude and energy
- Demonstrates a high degree of initiative, tact and diplomacy with well-developed interpersonal skills
- Resilient and composed under stress
- Committed to personal growth and continuous learning in accordance with annual development plan
- Actively supports change and contributes ideas and suggestions for continuous improvement
- Works as part of a team and provides support for other team members as required
- Recognises, values and respects individual differences and diversity
- Able to balance conflicting and competing priorities

Essential:

- Higher degree research qualification (attained or currently completing)
- Knowledge and experience of research practice and processes
- Demonstrated experience working as an Executive or Research Assistant, or in another relevant research-related administration or co-ordination role
- Ability to identify and propose effective solutions to problems through proactively seeking information needed to resolve work problems
- Strong technological literacy and proficiency in Microsoft Office applications, particularly Outlook, MS Teams, Word, PowerPoint and Excel
- Experience with organising meetings and events for Executive Management including minute taking
- Strong oral and written communication skills and ability to engage with stakeholders and staff, potentially in difficult conversations
- Ability to manage incoming work with competing priorities, meet deadlines, and advanced attention to detail and accuracy in all activities
- Ability to build productive working relationships with internal and external stakeholders and professionally represent the Women's

Desirable:

- Experience in a clinical research environment (either through a previous administrative role or educational experience) and demonstrates an in-depth understanding of clinical research operations.
- Ability to contribute to community engagement for research
- Familiarity with regulatory requirements and compliance in clinical research

Organisational relationships

Internal relationships

- Liaises with all staff within the Research Office and the extended Research Department, the Executive Management Offices, and other hospital departments

External relationships

- Universities
- Other Health Services and research units
- Department of Health and other Government departments
- Suppliers
- External vendors for service provision
- Members of public and patients

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women’s is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Not applicable
Sitting – remaining in a seated position to complete tasks	Prolonged/Constant
Standing- remaining standing without moving about to perform tasks	Rare
Walking – floor type even, vinyl, carpet,	Rare
Lean forward/forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Not applicable
Leg/foot movement to operate equipment	Not applicable
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Not applicable
Lifting/carrying – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	Not applicable
– Heavy lifting and carrying – 10 – 20 kilos.	Not applicable
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10 – 20 kg	Not applicable
– heavy push / pull forces over 20 kg	Not applicable
Reaching – arm fully extended forward or raised above shoulder	Not applicable
Head/neck postures – holding head in a position other than neutral (facing forward)	Not applicable
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Prolonged/Constant
– Gripping, holding, twisting, clasping with fingers/hands	Prolonged/Constant
Driving – operating any motor-powered vehicle with a valid Victorian driver’s license.	Not applicable
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged/Constant
Hearing – use of hearing is an integral part of work performance	Prolonged/Constant
Touch – use of touch is integral to most tasks completed each shift	Prolonged/Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Frequent
Problem solving issues associated with clinical and non-clinical care	Frequent
Working with distressed people and families	Rare
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Job demands – high workload, tight deadlines, and competing priorities	Frequent
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Occasional
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

Vaccination requirements

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against COVID-19, influenza, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: 12/6/26

Developed by: Tess Morrison

Date of next review: 12/6/27