



Western Pacific University POSITION DESCRIPTION

OFFICE/DIVISION: Office of the Vice President for Research
POSITION TITLE: Executive Officer to the Office of the Vice President for Research
POSITION NUMBER: WPUEXPROO2
POSITION CLASSIFICATION: Executive Management
JOB LOCATION: Western Pacific University, Ialibu, SHP, PNG

ORGANISATIONAL RELATIONSHIP:

Reports to: Vice President for Research

Supervises: None

Coordinates with: Vice Presidents, Administrative and Finance Divisions, Director of Sciences Research Department, Director of Social Sciences Research Department, Director of Contract & Consultation Research Department, and Director of Faculty Research Department.

JOB PURPOSE:

The Executive Officer to the Office of the Vice President for Research provides executive support to the Vice President for Research, ensuring that she/he is fully briefed in advance of meetings, following up on all agreed actions, representing her/his views where appropriate and undertaking specific actions and projects on her/his behalf.

The Executive Officer to the Office of the Vice President for Research also has overall responsibility to assist the Vice President for Research to oversee the policies governing the conduct of research at the Western Pacific University and the management of its research programmes. The Executive Officer assists the Vice President for Research to seek external funding to promote interdisciplinary research. It also works to promote an institutional environment that sustains the high quality of the University's research programmes, while ensuring that research is conducted in compliance with all applicable laws, regulations, and University policies.

DUTIES AND RESPONSIBILITIES

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

1. Plans and prepares for meetings on behalf of the Vice President for Research, setting agendas, coordinating/preparing briefings, preparing presentations and attending meetings as appropriate.
2. Attends and takes minutes and action notes at meetings and deals with any follow up action.
3. Provides strategic counsel to the Vice President for Research and the executive team on policy and legislative issues at the University and State levels.
4. Supports specific initiatives, activities, projects and research commissioned by the Vice President for Research.

5. Coordinates a programme of internal and external communications on behalf of the Vice President for Research, including employee forums and other staff briefings, employee conferences, blogs, briefings and newsletters.
6. Pursues opportunities to engage external stakeholders and policy influencers in the WPU's advocacy efforts to promote quality of research; cultivates and maintains strategic relationships among key policy makers and government leaders and represents the Research Division to major stakeholders, including elected officials and their staff, non-profit organizations and other partners.
7. Works collaboratively with WPU's academics and research programmes to facilitate sharing of external research to shape internal programming and policy, reviewing internal knowledge and experiences to shape thought leadership and external policy.
8. Assists the Vice President for Research and the executive team with landscape and SWOT analyses to help recognize opportunities and threats to the Research Division.
9. Assists the Vice President for Research and the executive team with projects and activities that help the Research Division pursue organization-wide funding, investments, opportunities and initiatives.
10. Assists the Vice President for Research and the executive team in developing and executing strategy for accomplishing the Research Division's short- and long-term organizational goals.
11. Represents the views of the Vice President for Research when authorized and appropriate.
12. Undertakes any other reasonable duties as may be required commensurate with the level of the post.

REQUIREMENTS AND QUALIFICATIONS

- a. Master's Degree or equivalent.
- b. Understanding of local and national Government and the public sector more widely, its constraints and opportunities, and its changing environment.
- c. Experience of researching complex issues, writing reports, and preparing comprehensive briefings, notes and action plans.
- d. Experience of managing a complex workload, preparing plans and meeting deadlines and milestones.
- e. Experience of working in a politically-led organization and understanding of the political decision-making process.
- f. Experience of working in partnership to identify best practice and deliver positive outcomes.
- g. Experience of using project management approaches and principles.
- h. Experience of preparing policy papers, with clear analysis of implications.
- i. Excellent oral and written communication skills with ability to adapt style, tone and method for different audiences.
- j. Research, information gathering, minute taking and writing skills for reports and briefings.
- k. Political sensitivity, and the ability to exercise appropriate discretion, tact, diplomacy, confidentiality and judgement on issues of significance and importance, and when dealing with politicians and officials at the highest levels.
- l. Ability to demonstrate political neutrality at all times.
- m. Ability to plan, spot and pre-empt issues, opportunities and priorities on behalf of the Vice President for Research and wider leadership team.

- n. Ability to analyze, interpret and summarise policies.
- o. Advanced ICT skills including in the preparation of presentation materials.
- p. Experience of producing work of a high standard with a high level of attention to detail.
- q. Self-starter with a positive 'can-do' attitude and ability to take the initiative.