



Western Pacific University POSITION DESCRIPTION

OFFICE/DIVISION:	Office of the Vice President, Research
POSITION TITLE:	Research Coordinating Officer to the Director of the Department for Social Sciences Research
POSITION NUMBER:	WPUEXPR006
POSITION CLASSIFICATION:	Grade 15 – Social Science
JOB LOCATION:	Western Pacific University, Ialibu, SHP, PNG
ORGANISATIONAL RELATIONSHIP:	
Reports to:	Director of Social Sciences Department
Supervises:	Researchers, Research Technical Staff.
Coordinates with:	Director of Sciences Research Department, Director of Contract & Consultation Research Department, and Director of Faculty Research.

JOB PURPOSE:

The Research Coordinating Officer operates under general direction of the Director of the Social Sciences Department, performs duties associated with coordinating, implementing and balancing multiple research studies and projects. The Research Coordinating Officer is accountable to deliver established goals, utilizes good judgment, knowledge and skills in the area of expertise while maintaining expected quality standards.

This job description does not include every duty that an individual in a position performs. It is intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the Department and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large Departments, may be assigned to designated specialized functions.

DUTIES AND RESPONSIBILITIES

1. Regular attendance is an essential requirement of the position.
2. Assists research personnel in the implementation of research studies to ensure successful completion of study goals.
3. Prepares and maintains Departmental Board and regulatory e-work to comply with University regulatory requirements.
4. Assists in the recruitment and relationship building of study subjects, arranges study visits and provides instructions to meet the goals of the study.
5. Abstracts or collects data from study subjects and enters information into the designated forms/database to comply with study protocols.
6. Maintains inventory of supplies or equipment, prepares study kits and requisitions prior to study visits to ensure the appropriate items are available when necessary.

7. Builds and maintains a broad network of professional relationships with participants, principal investigator, co-investigators, research study staff, and other collaborators to ensure successful research collaborations.
8. Identifies and reports issues that may affect the accuracy and quality of study design and implementation to meet study aims.
9. Participates in internal/external research related conferences and investigator meetings to build and maintain relationships.
10. Reports as required by internal Research Division policies.
11. Performs other duties as assigned by the Director.

REQUIREMENTS AND QUALIFICATIONS

- a. Master's Degree in a relevant field of study.
- b. Requires 4 years of relevant experience.
- c. Working on research contracts within a Higher Education environment.
- d. Working effectively and flexibly as a member of a team.
- e. Working in a client focused environment and meeting client needs.
- f. Communicating complex information to non-specialists.
- g. Working independently and proactively.
- h. Working with high levels of accuracy and with attention to detail.
- i. Writing/developing material for the web.
- j. Research law, particularly intellectual property, confidentiality, publications and indemnity.
- k. Proven ability to understand and interpret complex documentation. Proven ability to understand, interpret, apply and develop policies and procedures related to research.
- l. Excellent oral and written communication skills.
- m. The ability to use judgement, initiative and creativity to identify and solve complex problems.