



POSITION TITLE	First Nations Research Support Lead (Identified)
JOB PROFILE ID	RAGC_HEO7_SJP_02
JOB CATEGORY	Professional
JOB FAMILY	
COMPENSATION GRADE	HEO7
MANAGEMENT LEVEL	19 Individual Contributor

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION INCLUDING UNIT CONTEXT

The First Nations Research Support Lead (Identified) supports the research activities of the Faculty by leading the First Nations research support function to effectively provide culturally appropriate, ethical and compliant support for research involving or impacting Aboriginal and Torres Strait Islander peoples and communities. The role initiates service improvements, provides planning to support growth, and focuses on building best-practice First Nations research standards. Coordinates activities that grow and develop research performance and enhance the Faculty's research profile. Offers advice on Indigenous research ethics (including Human Research Ethics Committees and AH&MRC requirements), engagement, governance, funding and impact.

This position has been designated for Aboriginal and Torres Strait Islander people only under the provisions of section 126 of the Anti-Discrimination Act 1977 (NSW).

DECISION MAKING AND DELEGATIONS OF AUTHORITY

Works under broad direction and exercises independent professional judgement in advising on First Nations research matters. Responsible for resolving complex issues, staff supervision, and contributing to policy implementation.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	66317 Senior Manager, Research Support - Ms Maryanne Ng
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.



RESPONSIBILITY DESCRIPTION

1. Manages First Nations research support operations to support researchers to achieve their goals, including complex issue resolution and researcher training.
2. Supports the strategic direction of First Nations research, providing sound advice on policy, ethics, governance, engagement and research impact.
3. Leads the development of shared First Nations research resources, such as guides and examples of best practice community-engaged research, to support consistency and uplift across the Faculty.
4. Leads the ongoing maintenance of the First Nations Research Support Hub, ensuring it provides accessible, practical guidance for researchers and professional staff, and working in partnership with the Research Support Officer to continuously improve hub content, tools, and resources.
5. Coordinates the development of a First Nations research repository, bringing together relevant journal articles and FMH-specific case studies to provide a central, practical evidence base for researchers.
6. Provides funding oversight for First Nations research programs, including grant identification, development, submissions, financial governance and compliance.
7. Establishes and maintains stakeholder relationships with First Nations communities, AH&MRC, Poche Centre, researchers and University partners.
8. Supports the administration of internal targeted funding schemes (FMH, FMH ISS, DVCISS and Poche Centre).
9. Contributes to the FMH Research Support Community of Practice and continuous improvement initiatives.
10. Manages the performance and development of research support staff including supervision and training, performance reviews and professional development and the effective division of workload.
11. Supports the FMH First Nations Priorities including attending First Nations Staff Network activities
12. Participates in special projects as determined by the Senior Manager and Head of Research and Development.

EDUCATION

Education
Bachelor's Degree - In a relevant field
Other - An equivalent combination of relevant training and experience

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications
Identify as Aboriginal and/or Torres Strait Islander. - No Issuer.

SKILLS

Skills
Client focused with the proven ability to build partnerships between the support team, schools leadership teams and other stakeholders.
Effective ability to manage a diverse group of key stakeholders on large or complex projects and the ability to develop/cultivate productive relationships with local First Nations communities and key users
Excellent interpersonal, verbal and written communication skills with sound negotiating and conflict resolution skills and a demonstrated level of tact and discretion in dealing with day-to-day operational matters.
Excellent time and workload management skills with demonstrated ability to prioritise effectively, manage multiple tasks, meet deadlines and achieve required outcomes
Experience in developing and working on research projects, including expertise, in research design, ethics submissions and grant applications.

WORK EXPERIENCE

Work Experience
Experience in a research-intensive environment
Extensive experience in developing and working on First Nations research projects, including expertise in using culturally appropriate research protocols, ethics submissions and grant applications.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	INT
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	INT
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	INT
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	FOU
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	INT



Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	FOU
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	INT
Drives effectiveness using digital technologies	Identifies, implements and uses new technology solutions in a secure manner to drive operational efficiency and effectiveness.	INT
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	INT
Understands the nature of research	Understands the nature of research work, research timeframes, the legislative and funding environment and navigating this landscape to support staff to deliver on the research objectives of the University.	INT

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	INT
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	INT
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	INT
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	INT
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	INT
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	INT
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	INT
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	INT