

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH

Position Description Overview	
Position Title	Research Development Officer
Position ID Code	RSH003
Work Area, Division	Research Development Office, Research
Reports To	Research Development Manager
Direct Reports	Nil
Award	Professional Employees Award

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
The Research Development Officer drives opportunities to secure research funding to ensure the sustainability of quality research projects aligned to the Perkins strategic goals. The position supports researchers in developing competitive grant applications while embedding Consumer and Community Involvement (CCI) perspectives into research design and governance. This role also identifies, develops, and implements funding opportunities, creating support materials for applications and stakeholder engagement, and delivers research performance analytics to enhance the sustainability of research programs.

Position Outcomes and Key Goals
<ol style="list-style-type: none"> Enhance and embed CCI early in research design and consistently represented in grant proposals. Develop and maintain workflows, processes, and resources to improve the efficiencies of the Research Development Office. Support the development and maintenance of a consumer and community engagement framework, ensuring compliance with NHMRC/MRFF and funder requirements.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Research Development Officer	4	09/02/2026	Research Development Manager	Deputy Director	A/Chief People Officer

Key Duties/Accountabilities

1. Identify and support the management of research funding opportunities, maintaining an up-to-date database and supporting researchers in securing grants.
2. Act as a central point of contact for both grant development and CCI support to develop meaningful engagement strategies.
3. Support consumer engagement activities including recruitment, onboarding, training and support of consumer representatives.
4. Prepare, maintain, and promote quality grant and CCI support materials, ensuring researchers have access to relevant resources and guidance.
5. Provide direct grant application support, including identifying opportunities, editing proposals, and drafting required documents.
6. Track and analyse research performance metrics, including publications, funding sources, and researcher output, to support strategic planning.
7. Produce research performance reports, including dashboards for leadership, to guide mentoring, career development, and financial planning.
8. Liaise with internal and external stakeholders, including universities, industry partners, funding bodies, and other CCI resources, ensuring compliance with policies.
9. Facilitate reviews of grant applications, analysing successful and unsuccessful applications to improve future submissions.
10. Assist with additional research development activities and cross-functional projects as required.
11. Complete other duties as requested by supervisor and/or manager.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Tertiary qualification in a relevant discipline or equivalent knowledge gained through a combination of education, training and/or experience.
2. Demonstrated experience and/or understanding of consumer and community engagement principles.
3. Strong organisational and planning skills, with the ability to prioritise tasks and meet deadlines.
4. Ability to work independently, take initiative, and contribute productively within a team.
5. High level of professional integrity and commitment to confidentiality.
6. Strong problem-solving skills with a flexible approach to tasks and the ability to work under pressure.
7. Excellent written skills, attention to detail, and accuracy in work.
8. Proficiency in Microsoft Office apps.
9. Excellent communication and interpersonal skills, with the ability to engage effectively across diverse groups, including consumer and community groups, academics, professional staff, and students.
10. Knowledge of the MRFF/NHMRC funding system (desirable).
11. Previous experience in a similar research development or grant administration role (desirable).
12. Satisfactory National Police Certificate.

Special Requirements

1. Nil

Key Working Relationships

1. Perkins Researchers and collaborators.
2. External funding bodies including academic and private institutions.
3. Other CCI outfits and resources.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.