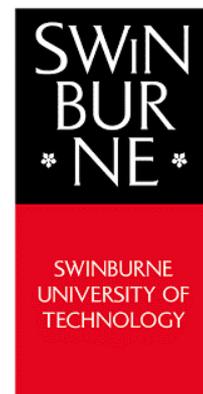


# POSITION DESCRIPTION



## SECTION A: Position Context

<b>Position Title</b>	Research Quality and Accreditation Executive
<b>Position Grade</b>	E2 – Executive
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus – School of Research (SoR)
<b>Term of Appointment</b>	Fixed-term Appointment
<b>Effective Date</b>	March 2026

### Position Purpose

The Research Quality and Accreditation Executive supports the School of Research in ensuring institutional research quality, compliance, and accreditation readiness. The role is responsible for coordinating research quality assurance processes, supporting internal and external audits, managing accreditation and reporting requirements (e.g. MyRA, SETARA, MQA), strengthening governance systems that underpin research excellence and supporting continuous improvement in research governance, quality assurance, and accreditation readiness.

The position works closely with academic units, research centres, senior leadership, and external agencies to ensure research policies, data integrity, and reporting frameworks align with institutional, national, and international standards.

In undertaking these responsibilities, the appointee is expected to exhibit a highly professional approach in working closely and collaboratively with management and staff members at both the Sarawak and Melbourne campuses as well as with parties (private and government) external to the University.

### Participation on Committees

The appointee will be required to participate on relevant committees as is needed for the efficient performance of duties and as directed by the Associate Director, SoR; or Director, SoR; and/or the Deputy Pro Vice-Chancellor (Research) – DPVC(R); or by an authorised personnel.

### Supervision Reporting Relationships

<u>This</u> position's supervisor / manager	Director, SoR; or any other person as assigned by an authorised personnel
Other positions reporting to <u>this</u> position	Administrative Officer(s) where assigned

### Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	<b>RESEARCH QUALITY &amp; GOVERNANCE</b>	<ul style="list-style-type: none"> <li>Coordinate research quality assurance processes across SoR and faculties.</li> <li>Support implementation and monitoring of research policies, procedures, and guidelines.</li> <li>Maintain audit-ready documentation and evidence repositories.</li> <li>Support internal research reviews, risk registers, and compliance tracking.</li> <li>Maintain structured, audit-ready records and evidence repositories in accordance with research governance and accreditation requirements.</li> <li>Collaborate with the Assistant Manager, Associate Director, Director, SoR, other faculty/school and SoR staff in developing and improving data collection, record-keeping and reporting of research investment and research-related outcomes.</li> </ul>
2.	<b>ACCREDITATION &amp; EXTERNAL REPORTING</b>	<ul style="list-style-type: none"> <li>Coordinate institutional research reporting for MyRA, SETARA, MQA and other regulatory frameworks.</li> <li>Support data verification, validation, and submission timelines.</li> <li>Liaise with Melbourne campus to ensure alignment of research reporting standards.</li> <li>Maintain records required for accreditation visits, reviews, and audits.</li> </ul>
3.	<b>RESEARCH DATA INTEGRITY &amp; SYSTEMS</b>	<ul style="list-style-type: none"> <li>Coordinate research data collection systems (e.g. RMON or successor platforms).</li> <li>Work with system developers and stakeholders to ensure data integrity and alignment with accreditation criteria.</li> <li>Prepare analytical summaries, dashboards, and year-to-date research performance reports.</li> <li>Support evidence-based decision-making for SoR leadership.</li> </ul>
4.	<b>STAKEHOLDER &amp; INSTITUTIONAL LIAISON</b>	<ul style="list-style-type: none"> <li>Liaise with academic units, research centres, and central teams on research quality and compliance matters.</li> <li>Support engagement with external agencies, auditors, and regulatory bodies.</li> <li>Assist with preparation of institutional responses to accreditation feedback and recommendations.</li> </ul>
5.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> <li>Execute OHS requirements in respective work areas;</li> <li>Maintain cleanliness, good housekeeping and overall safe work environment; and</li> <li>Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul>
6.	<b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>Commit to the Swinburne Values.</li> <li>Conduct work professionally while demonstrating the Swinburne Values.</li> <li>Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.</li> </ul>
7.	<b>OTHER DUTIES</b>	Any other duties as and when required by the Associate Director, SoR; or Director, SoR; or DPVC (R); or by an authorised personnel.

## SECTION C: Key Selection Criteria

<b>Qualifications / Educational Backgrounds:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks, etc. required for the position.		<b>Essential / Highly Desirable / Preferable</b>
1.	A Bachelor's degree in a relevant discipline from a recognised institution with at least three (3) years relevant work experience. Master's degree holders in relevant discipline can be considered.	Essential

<b>Experience / Knowledge / Attributes:</b> Required by the person to successfully perform the positions key responsibilities.		<b>Essential / Highly Desirable / Preferable</b>
1.	Demonstrated experience in research administration, research quality assurance, accreditation, compliance, or governance within a higher education or research-intensive environment.	Essential
2.	Sound knowledge of research quality frameworks, regulatory requirements, and accreditation processes, including experience supporting internal or external reviews, audits, or compliance reporting.	Essential
3.	Proven ability to collect, verify, manage, and analyse research-related data with a high level of accuracy and attention to detail, ensuring data integrity and audit readiness.	Essential
4.	Experience preparing institutional reports, evidence packs, and supporting documentation for internal governance purposes and external reporting requirements (e.g. quality assurance, accreditation, or performance reporting).	Essential
5.	Strong written and verbal communication skills, with the ability to draft clear, professional reports, briefs, and correspondence aligned with institutional and regulatory standards.	Essential
6.	High level of professionalism and discretion, with demonstrated ability to manage confidential, sensitive, and high-stakes information.	Essential
7.	Ability to work effectively with academic staff, research administrators, senior leadership, and external stakeholders, demonstrating strong interpersonal and consultation skills.	Essential
8.	Demonstrated capability to manage multiple priorities, deadlines, and reporting cycles in a structured and methodical manner.	Essential
9.	Proficiency in the use of enterprise systems and digital platforms for data management and reporting, including Microsoft Office applications and database-driven systems.	Essential
10.	Experience supporting national or institutional research assessment and accreditation exercises, such as MyRA, SETARA, MQA, or equivalent quality frameworks.	Highly Desirable
11.	Experience working with research information management systems (e.g. RMON or similar platforms) and collaborating with system developers or technical teams to improve data quality and reporting functionality.	Highly Desirable
12.	Demonstrated analytical skills, including the ability to identify gaps, inconsistencies, or risks in research data and reporting processes, and recommend improvements.	Highly Desirable
13.	Experience interpreting and applying policies, guidelines, and regulatory requirements in an operational research management context.	Highly Desirable
14.	Ability to identify, assess, and escalate risks related to research compliance, data integrity, or accreditation readiness.	Highly Desirable
15.	Experience working in a multi-campus, cross-functional, or international higher education environment, supporting alignment across institutional units.	Preferable
16.	Familiarity with research governance structures, performance monitoring, and continuous quality improvement practices.	Preferable
17.	Ability to engage confidently with external agencies, auditors, or regulatory bodies in a professional and institutional capacity.	Preferable