Project Setup and Data Assurance Officer
(Research Grants, Contracts & Finance)

POSITION NUMBER
0054670

PROFESSIONAL CLASSIFICATION
UOM 5 - $79,961 - $91,844 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION
Employer contribution of 17%

WORKING HOURS
Part Time (0.8 FTE)

BASIS OF EMPLOYMENT
Fixed Term to 30th of September, 2024

HOW TO APPLY
Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

CONTACT FOR ENQUIRIES ONLY
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Please do not send your application to this contact
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation’s evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University’s budget and financial performance, and the management of its property and capital.
The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.
ABOUT THE ROLE

**Position Purpose:**
Reporting to the Team Leader, Project Setup and Data Assurance (PSDA) (the **Supervisor**), the Project Setup and Data Assurance Officer is responsible for supporting the post-contract administrative, project management and finance functions for externally funded research projects involving the University of Melbourne.

The PSDA Officer supports the research activities of the University primarily by processing research-related contracts via the University's research management system (Themis - an Oracle based platform). In addition to this function, the PSDA Officer will also be called upon to provide support relating to record keeping and management, managing and assuring the quality of project and financial data, assisting with problem and issue identification and resolution, assisting with the preparation of reports based on information held in Themis, and through identifying and realising opportunities for improving the University's Themis-related policies, processes and procedures.

To be successful in this role you will be passionate about supporting the research of the University of Melbourne, continuous improvement, and working closely with others in a strongly collaborative, team-focused environment. Whilst you will need to be tech savvy and have a willingness to learn, your strong customer centric focus and ability to work in large, complex organisations will be critical to your success in the role.

Reporting line: Team Leader, Project Setup and Data Assurance

No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: NIL

**Key Dimensions and Responsibilities:**

Task level: Moderate
Organisational knowledge: Moderate
Judgement: Moderate

Operational context: The Research Grants, Contracts and Finance (RGCF) team coordinates the provision of high-quality research grants and contracts support services with a focus on customer services to all University academic divisions, institutes and affiliates. This includes the provision of specialist advice on all aspects of grants management from oversight of application and award processes through to reporting. The PSDA team operates within RGCF and provides specialist knowledge on post award administrative support.

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities
and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/. Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

- Processing post award transactions in the Themis Proposal and Agreement modules and entering data to perform General Ledger creation, reconciliations, budgeting and forecasting.
- Maintain and update research contract records to support completeness and accuracy, in response to request from academic divisions and RGCF teams.
- Identify, analyse and resolve problems relating to data accuracy and quality to initiate action that will enhance service delivery and inform team management decision making.
- Liaise with other RIC staff and stakeholders to provide effective post-award administrative support that complies with international and domestic funding body obligations.
- Provide advice, troubleshooting, and training to staff in the use of the Themis Submission workbench and Proposal and Agreement modules.
- Maintain HPE-CM processes to support record keeping obligations.
- Assist in identifying improvements to business processes, procedures, or enhancements in the design of relevant Themis modules and assist in testing system enhancements or upgrades.
- Provide accurate and up to date electronic and hard copy records of all post award matters.
- Provide reports and comprehensive briefing information on projects to the Supervisor and Manager, as requested.
- Provide support processing post award transactions and report status of workflow, to the Manager, Team Leader, or Senior Grant and Contract Officers, as requested; and
- Other duties as deemed appropriate by the Manager or your direct supervisor, as may be relevant to the contracts team or RGCF.

**Selection Criteria:**

**Education/Qualifications**

1. The appointee will have completed a relevant degree or diploma, or will possess a combination of relevant experience, education, or training.

**Knowledge and skills:**

2. Experience having worked in an administrative or similar support capacity within a large organisation, demonstrating initiative, personal drive, planning skills and excellent organisational ability.
3. An ability to use of specialised project management, accounting, record keeping, or similar software platforms.
4. Capacity to understand and communicate specialist and complex information to people from a range of backgrounds.
5. Ability to apply initiative, judgment and problem-solving skills relating to data accuracy and service delivery.
6. Ability to prioritise individual workloads and act effectively to complete set tasks to meet agreed service level timeframes.
7. Excellent interpersonal and written communication skills.
8. Ability to work well as part of a team.
9. Ability to build and maintain positive relationships with people at all levels of the organisation.
10. Well-developed skills in time management, setting priorities, planning and organising own work and that of others in order to meet deadlines.

Other job-related information:
- Ability to work in spreadsheet and database applications, internet browsers, ‘mainframe’ information systems, word processing, reporting and database enquiry tools.
- Commitment to the provision of quality service, with demonstrated ability to provide user friendly, responsive client service, delivering the outcomes required.
- Experience in research grants or research contracts administration, ideally at the University of Melbourne (desirable).
- Prior experience in the use of Oracle modules (desirable).