Research Finance Officer

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0059569</th>
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<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 6 - $92,749 - $100,397 per annum (pro rata for part-time)</td>
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<tr>
<td>STANDARD/SALARY</td>
<td></td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
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<td>HOW TO APPLY</td>
<td>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, 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.</td>
</tr>
<tr>
<td>CONTACT FOR ENQUIRIES ONLY</td>
<td>Irene Hou</td>
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<td></td>
<td>Email <a href="mailto:ihou@unimelb.edu.au">ihou@unimelb.edu.au</a></td>
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<td></td>
<td><em>Please do not send your application to this contact</em></td>
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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 functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.
The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- 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.

RIC is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our academics, professional colleagues, industry partners, funding agencies and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Academic Divisions and Chancellery. At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialized services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.
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:
The Research Finance Officer will manage a portfolio of funding programs / streams and awards allocated to the faculty. The Research Finance Officer is the single point of contact for Chief Investigators (CI’s) for the duration of the funding programs, including supporting CI’s in managing financial resources and navigating complex funding rules. The Research Finance Officer will manage all financial aspects of the various projects within the portfolio, including but not limited to; advice on budgeting, interim and final cost claims, expenditure reports and reporting to partners where required.

Reporting line: Research Finance Manager
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: No

Key Dimensions and Responsibilities:
Task level: Significant
Organisational knowledge: Moderate
Judgement: Moderate
Operational context: Located at Parkville

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:

• Proactively manage a portfolio of funding programs, providing Chief Investigators (CIs) with a single key point of contact for post award administration through the life of the award. This will include monitoring budgets, interim and final cost claims, expenditure reports and, where the Faculty is the consortium coordinator, ensuring all reports and claims are submitted by partners on time, offering assistance where required and distributing payments to partners.

• Ensure the Higher Education Research Data Collection (HERDC) is maximised when providing advice on post award matters including ability to fulfil HERDC validation requirements. Regularly review HERDC system/reports to ensure data integrity and liaise with key stakeholders in finalising the submission of annual returns.

• Provide support to academics in the development of grant and contract budgets, including assistance with calculating in-kind contributions (in line with funding scheme conditions).

• Contribute to the development and input of the Academic Division budget and forecasts in collaboration with Finance Manager / SPR.

• Provide support to Head of Department / Finance Manager / Senior Administrative Manager who requires oversight of how funds available for research are tracking against objectives / targets.

• Provide timely and accurate management reporting to stakeholders in Academic Divisions.

• Any other duties as may reasonably be required, consistent with the grade of the post and which may present as development opportunities.

Selection Criteria:

Education/Qualifications

1. The appointee will have: a relevant tertiary degree with subsequent on-the-job experience or an equivalent combination of relevant education/training.

Knowledge and skills:
2. Strong understanding of the rules and requirements of various funding schemes, e.g. ARC, NHMRC, or the ability to acquire such an understanding.

3. Demonstrated ability to show good judgment, initiative and undertake tasks independently, seeking advice and escalating as required.

4. Demonstrated flexibility and adaptability working in a team environment.

5. Demonstrate excellent organisational skills with the ability to prioritise tasks and work to competing deadlines.

6. Commitment to the provision of quality service, with demonstrated ability to provide user friendly, responsive client service.

7. Demonstrated good written and verbal communication skills, including the ability to communicate effectively with stakeholders.