MRFF Proposal Manager

POSITION NUMBER 0054565

PROFESSIONAL CLASSIFICATION UOM 8 - $105,684 - $114,389 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Continuing

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 Anne Coco
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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
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 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 eight 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
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services
RESEARCH, INNOVATION AND COMMERCIALISATION

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 University’s People Strategy 2015-2020 and policies that address 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.

ABOUT THE ROLE

Position Purpose:
The MRFF Proposal Manager is a member of the Research and Enterprise Development (RED) portfolio of RIC. RED supports the successful delivery of large, mission-focused complex, non-competitive and competitive grant schemes and major opportunities, as well as interdisciplinary, research and enterprise initiatives involving multiple parties, e.g. industry, granting bodies, advocacy groups and government. Major current focus areas include major grants schemes such as the Medical Research Future Fund (MRFF), CRC, ITRP and Centre of Excellence schemes and major bids and tenders; Melbourne Connect precinct development (and subsequent innovation precinct developments); the identification, establishment, growth and management of major strategic partnerships; and economic impact directed initiatives pursued jointly with government.

The Medical Research Future Fund (MRFF) is a substantial new injection of Federal funds to accelerate the translation of high quality research through to meaningful health improvements for Australians. The University of Melbourne is committed to providing outstanding professional support to its researchers and their clinical collaborators who are seeking to secure funding for high impact programs of work aligned with the MRFF goals. You will be a key member of the MRFF Initiatives team within RED.

Reporting to the Associate Director, MRFF Initiatives, this role will be responsible for the development of high quality proposals and related communications aligned to MRFF funding opportunities. A focus will be on supporting the development of multi-million dollar bids associated with our pipeline of major collaborative programs, through excellent writing, editing and communication skills. This role will work closely with the Director to identify external funding opportunities; scope the research and clinical strengths of the University and our partners that are aligned to these; assist with high level stakeholder engagement in the development of solution-focussed teams and programs of work; and manage the preparation of a coordinated series of briefings, proposals, applications and business cases.

The role will also work closely with the Associate Director to support the implementation of our MRFF strategy and business improvement initiatives more generally, including targeted improvements to streamline our processes, cross-organisational coordination, integrated reporting and capability development. This will involve collaborative interaction with professional staff across RIC, Chancellery,
Advancement, Government Relations, Faculties and partner organisations. This role will also work closely with other MRFF team members in the Major Initiatives, Contracts and Grants team to ensure optimum awareness and responsiveness to new funding rounds as they emerge, and enhancement of the number and quality of submitted applications through strategic advice and editorial support to lead academics.

Reporting line: Associate Director, MRFF Initiatives
No. of direct reports: 0-2
No. of indirect reports: 0
Direct budget accountability: Not applicable

**Key Dimensions and Responsibilities:**

Task level: Moderate
Organisational knowledge: Significant
Judgement: Moderate
Operational context: R&ED, RIC, Academic Divisions

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/](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:**

- Responsible for development and coordination of major MRFF proposals including identification of emerging funding opportunities; identification of relevant capability within UoM and partners, conceptualising and preparing the bid framework, strategic advice to Director and designated bid team, bid writing, sourcing and synthesis of contributed content in partnership with lead academic; final review and editing to professional submission standard, coordination of internal and external approvals, and internal liaison to support final submission.
- Responsible for preparation of MRFF-related briefings for external stakeholders, including government, industry, investors, health service providers, community groups and philanthropic organisations.
- Support for development of the MRFF major projects pipeline, which may involve facilitating stakeholder workshops such as pre-event communications, minutes, action plans and follow-up communications, and 2) maintaining up-to-date tracking and reporting of these major projects pipeline
• Assist the Associate Director with the development of the communications strategy for MRFF Initiatives and its effective implementation, working closely with related professional staff in RIC, Chancellery, University Services and Faculties.

• Support initiatives to improve the number and quality of applications in advertised MRFF schemes, including effective communication of upcoming rounds, workshops, templates, guidelines, strategic advice, review of draft applications and editorial assistance. This will be undertaken in close partnership with the Health and Medical Grants Manager in Research Grant and Contract Services RIC, and Faculty research managers and mentors.

• Administrative and strategic support for the Associate Director, MRFF Initiatives as required, such as assistance with preparation of presentations and internal reports.

• Support for promotion of MRFF-related capabilities, through preparation of content for external marketing and communications, such as press releases, social media and collateral for major trade or international events.

Selection Criteria:

Education/Qualifications

1. The appointee will have: Post-graduate qualifications in a relevant discipline and/or equivalent mix of education and relevant experience

Knowledge and skills:

2. Track record for securing substantial funding for major proposals, in which you have been a primary author.

3. Experience in preparing detailed, high quality applications for grant schemes and/or proposals for non-grant funding sources, such as government tenders or commercial proposals.

4. Experience in writing promotional material, briefs and/or pitch documents directed toward government, industry or philanthropic audiences.

5. Strong editorial skills, and the ability to engage responsively and effectively with stakeholders to provide strategic advice, review and constructive, actionable editorial feedback.

6. Demonstrated leadership and communication skills, and the ability to engage effectively across a range of stakeholders and communication channels.

7. Ability to conceptualise and describe opportunities to stakeholders, elucidate external drivers and priorities, and articulate a compelling, aligned value proposition.
8. Expert planning and organisation skills, including the ability to synthesise information from multiple sources, and work effectively within tight timeframes to deliver a high quality result.

9. High level of initiative including a commitment to continuous improvement, efficiency and efficacy

10. Proven ability to thrive in a changing and fast-paced environment

11. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

Desirable:

12. Experience in working within or for a tertiary education environment, research institute or funding agency.

13. Presentation skills to large audiences.

Other job related information:

1. This role will also require occasional work out of ordinary hours.