

## POSITION DESCRIPTION

<b>Position Title</b>	Senior Research Grants Officer		
<b>Organisational Unit</b>	Office of the Deputy Vice-Chancellor (Research)		
<b>Functional Unit</b>	Research Grants Team		
<b>Nominated Supervisor</b>	Manager, Research Grants		
<b>Higher Education Worker (HEW) Level</b>	HEW 8	<b>Campus/Location</b>	North Sydney (MacKillop)
<b>CDF Achievement Level</b>	<sup>1</sup> All Staff	<b>Work Area Position Code</b>	13423, 13429, 13573, 13629
<b>Employment Type</b>	Full-time, Continuing	<b>Date reviewed</b>	September 2017

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Students, Learning and Teaching)

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

## ABOUT THE OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH)

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The Deputy Vice-Chancellor (Research) portfolio, headed by the Deputy Vice-Chancellor (Research), is responsible for the University's research strategy, policies, governance, organisational reporting, research-related committees, and research activities undertaken by the faculties, schools, and research Institutes and individual staff performance.

The Office of the Deputy Vice-Chancellor (Research), collaborates with the faculties in implementing the strategic research direction of the University and provides the financial and administrative framework to support research excellence. This includes supporting researchers in the submission of external grant applications, research ethics approvals, research contracts and post-award management, and through research training workshops including HDR supervisor training. The financial and administrative functions aim to foster excellence in research and raise the research profile of the University.

### POSITION PURPOSE

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The Senior Research Grants Officer is responsible for high-level professional support to ensure the effective pre-award and post-award management of the University's externally funded research grants, within a team that is dedicated to providing a high level of service to the University's researchers. The Senior Research Grants Officer will ensure there is effective liaison with research partners and external agencies and the building of close working relationships with Institute Directors, Faculty Associate Deans (Research) and colleagues in research support positions in the Faculties, Institutes and other divisions of ACU.

### POSITION RESPONSIBILITIES

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#### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

#### Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Maintain an excellent understanding of the requirements of funding bodies, the government, and the University with respect to research grants and their administration.	<ul style="list-style-type: none"><li>• Apply Commercial Acumen</li><li>• Make Informed Decisions</li></ul>				✓

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Develop pre-award processes to ensure timely submission of external grant applications that are compliant with rules and guidelines and that awarded grants are managed under the appropriate award conditions and requirements.	<ul style="list-style-type: none"> <li>Apply Commercial Acumen</li> <li>Make Informed Decisions</li> </ul>	✓			
Develop adequate pre- and post-award processes to provide a strong reference point for the Research Grants Team to perform their duties and deliver a consistent service.	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Apply Commercial Acumen</li> <li>Make Informed Decisions</li> </ul>	✓			
Provide expert advice and interpretation to all stakeholders regarding eligibility, funding rules, guidelines, as well as pre and post-award conditions to maximise funding success and maintain funding compliance across all funding schemes.	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Apply Commercial Acumen</li> <li>Make Informed Decisions</li> </ul>				✓
Act as the first point of contact for all funding agencies and other university research offices with regard to the interpretation of funding rules, eligibility rulings, applications, grant transfers, milestone reporting, and funding agreements.	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> </ul>				✓
Work collaboratively with the Research Grants Contracts Manager to develop grant-related agreements as well as ensure a collaborative approach to all activities within the Research Office.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> </ul>	✓			
Administer grant-related information to the Research Finance Manager for the effective financial management of externally funded research grants.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> </ul>	✓			
Establish clear internal processes and deadlines to researchers to enable thorough compliance checks of applications and all necessary approvals to be obtained prior to the due dates of funding schemes.	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Deliver Stakeholder Centric Service</li> <li>Make Informed Decisions</li> </ul>				✓

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Build strong working relationships with Institute Directors, Faculty Associate Deans (Research) and other key personnel and liaise regularly to ensure that the provision of services is responsive to the requirements of Institutes and Faculties.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Deliver Stakeholder Centric Service</li> <li>Communicate with Impact</li> </ul>				✓

## HOW THE ROLE OPERATES

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### Key Challenges and Problem Solving

- Contribute to the continuous improvement of the grants management process by improving: service delivery and staff training, communication of new funding opportunities, research and researcher resources and tools, university research policies, work practices and business systems.
- Maintain currency of University policy and procedure in response to changing/new legislation/industry requirements.
- Ensure accurate advice and application information are offered to internal and external stakeholders and meet tight deadlines.

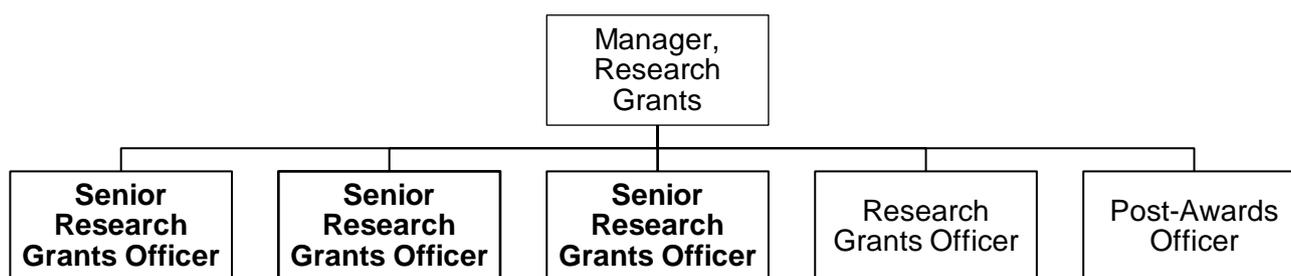
### Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of research grants support and administrative services and makes frequent decisions on how to respond to various tasks and challenges within their portfolio.
- The position holder responds to routine and sometimes complex enquiries, referring only very complex matters to the nominated supervisor. Procedure manuals and guidelines assist the position holder with routine enquiries.

### Communication / Working Relationships

- The position holder is required to communicate with professionals from other Universities and relevant external organisations to coordinate joint initiatives, provide information, and manage the administration of research grants.
- The position holder communicates internally with staff and clients and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation to those delivering the services.
- The position holder liaises with internal and external stakeholders in a variety of situations, including interpreting complex funding guidelines; review grant applications with regard to compliance and provide constructive and strategic feedback to applicants.

## Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

### Qualifications, skills, knowledge and experience

1.	Relevant postgraduate degree and extensive relevant experience; or equivalent combination of relevant experience and/or education/training ideally within a tertiary institution, research institute or funding agency.
2.	Extensive demonstrated experience and knowledge of competitive research grants schemes including those of the Australian Research Council and the National Health and Medical Research Council as well as other National Competitive Grants register bodies. This includes an ability to interpret complex funding guidelines; review grant applications with regard to compliance and provide constructive and strategic feedback to applicants.
3.	Demonstrated advanced planning and problem solving skills, including high level interpersonal, communication and negotiation skills in working with staff, industry and government agencies. Proven ability to work independently under pressure, take initiative and manage significant grant-related functions.

### Core Competencies (as per the [Capability Development Framework](#))

4.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
5.	An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the <a href="#">ACU Service Principles</a>
6.	Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness.
7.	Demonstrate experience working collaboratively, internally and externally, to capitalize on and source all available expertise and business information to make informed, evidence-based decisions.

### Other attributes

8.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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