

## Position Description – Officer, Research Proposals and Awards Management

### Position Details

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<b>Position Title:</b>	Officer, Research Proposals and Awards Management
<b>Position Number:</b>	<b>NEW</b>
<b>Portfolio:</b>	Research & Innovation Portfolio
<b>School/Group:</b>	Research Strategy and Services
<b>Campus Location:</b>	Based at the City campus but may be required to work at other campuses of the University.
<b>Classification:</b>	HEW 6
<b>Employment Type:</b>	Fixed-Term
<b>Time Fraction:</b>	0.5

### RMIT University

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RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students. One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 15,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community.

Our three campuses in Melbourne are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

In the 2019 QS World University Rankings RMIT is ranked 250th and is also ranked 21st globally in the QS Top 50 under 50 which ranks universities under 50 years old. RMIT also ranks in the world's top 500 in the Academic Ranking of World Universities and Times Higher Education.

In the 2018 QS Rankings by Subject, RMIT is 11th in the world (highest ranked in Asia Pacific) in Art & Design, and 26th in Architecture & the Built Environment. We are also among the world's top 100 universities in Engineering (including in Civil & Structural; Electrical & Electronic and Computer Science & Information Systems); Accounting & Finance; Business & Management Studies; Communication & Media Studies. The 2018 Shanghai Rankings' Global Ranking of Academic Subjects echo RMIT strengths in Engineering & Technology and the subject areas as highlighted by QS Rankings by Subject.

## **Research and Innovation Portfolio**

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

## **Research Strategy and Services**

Research Strategy and Services supports researchers to achieve excellent research outcomes. Research Strategy and Services supports strategy development and implementation and continuous improvement in services, systems and processes. The team provides expertise and services in grants and research contracts; research integrity, ethics and governance; and data analytics and reporting.

## **Position Summary**

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The Officer, Research Proposals and Awards Management provides high quality services to researchers in pre- and post-award research funding administration. Responsibilities include supporting the preparation and submission of grant applications, coordination of grant acceptance processes and post-award management. The position will be deployed, according to need, across the Research Proposals and Awards Management team during peak workload periods, recruitment gaps and staff leave, to ensure continuity of service delivery.

## **Reporting Line**

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Reports to: Senior Manager, Research Proposals and Awards Management

Direct reports: Nil

## **Organisational Accountabilities**

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

## **Key Accountabilities**

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- Support the preparation and submission of applications and ensure effective processes are in place for application pipeline monitoring and tracking, and early eligibility and compliance assessment of grant applications and research proposals.
- Provide high quality support to College and researchers in the identification of funding opportunities, expression of interest processes; co-ordination of peer review, eligibility and compliance of research grants and fellowships and administering of internal funding schemes.
- Undertake high quality and accurate records management of project data in research management systems, scrutinising and interpreting fully executed research funding agreements, entering all important information contained in these agreements into systems and ensuring that all supporting documents and correspondence are filed and linked to the records.
- Check for researcher compliance with external research funding agreements, ensuring systems are in place to report on upcoming and outstanding milestones, sending reminders to chief investigators, collecting and submitting reports to external funding bodies and escalating outstanding reports/deliverables to the Manager, Award Management.

- Proactively identify opportunities for streamlining post award administrative processes and assist in the development of quality procedures and content for the Researcher Portal.
- Provide proactive and customer service-oriented support to the RMIT research community on all research funding services matters.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

### Key Selection Criteria

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1. Experience in grant management in a relevant role in a complex research environment.
2. Demonstrated subject matter knowledge of funding scheme rules; relevant policies, procedures and regulations.
3. Highly motivated, customer focussed and pro-active with highly developed organisational and time management skills, attention to detail and the ability to achieve deadlines under pressure.
4. Ability to work independently, as a member of a team and collaboratively with internal and external stakeholders to help achieve the strategic objectives of the organisation.
5. Demonstrated problem solving and analytical skills with an ability to understand issues at both a broad strategic level and a strong attention to detail at an operational level.
6. Relationship building and negotiation skills with the ability to work effectively across multiple levels and functions and with external parties.
7. Demonstrated high level of computer literacy - word processing, presentation software, email, internet and correspondence management databases and a demonstrated ability to adapt to new IT environments.
8. Demonstrated history of behaviour aligned to the RMIT values and professional capability framework.

### Qualifications

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A relevant tertiary qualification or equivalent combination of qualifications and relevant work experience.

Note: Appointment to this position is subject to passing a Working with Children check.

<b>Endorsed:</b>	Signature: Name: Simon Liddle Title: Senior Manager, Research Proposals and Awards Management Date: October 2019	<b>Approved:</b>	Signature: Name: Jane Holt Title: Executive Director, Research Strategy and Services Date: October 2019
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