MAJOR AWARDS OFFICER

DEPARTMENT/UNIT: Monash Research Office

FACULTY/DIVISION: Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President

CLASSIFICATION: HEW Level 8

DESIGNATED CAMPUS OR LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR) is responsible for the development, implementation and continuous improvement of the University’s research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University’s strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University’s executive team, the DVCR further advances the University’s research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University’s organizational and governance and structure is available at www.monash.edu/about/structure.

The mission of Monash Research Office (MRO) is to facilitate the University’s research objectives and it does this through an active program of identifying and developing funding opportunities, providing active and timely assistance to researchers in the grant application process, administering awards, ensuring appropriate clearances and providing statistical research data. To learn more about us and the work we do, please visit our website.

POSITION PURPOSE

Working within the MRO’s Major Award team, the Major Awards Officer will be responsible for the effective delivery of research management and operations support to a defined portfolio of awarded Research Entities (high value, multi-party research awards). This includes providing expert, senior-level and informed advice, recommendations and reports to support the Research Entity’s management and business decision-making.

The Major Awards Officer is responsible for the provision of timely, efficient and effective services encompassing:

- Models for governance, finance and collaboration agreements
- Project and program management guidance
• Liaison with collaborative organisations for agreement execution and dispute resolution
• Award set up activities including HERDC classification and fund account creation instructions
• Processing variations to seek funder approval
• Provision of advice and guidance on compliance with funding obligations
• Maintaining Pure records in a timely fashion to enable accurate university reporting
• Process improvement

The Major Awards Officer works closely with internal and external stakeholders to deliver research administration services that meet timeframes, objectives and quality measures.

**Reporting Line:** The position reports Major Awards Manager under broad direction with a degree of autonomy

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Provide strategic support to senior management, planning and working groups in relation to the area of specialisation
2. Co-ordinate the operation of a specialist area or function in accordance with university policies, procedures and strategic priorities
3. Provide specialist, expert advice and reports for senior management drawing on up-to-date theoretical knowledge and experience of relevant policy, legislation and best practice principles in area of specialisation or technical expertise
4. Work collaboratively within the Major Awards team to support team goals
5. Co-ordinate and oversee a work environment of continuous review and improvement of business practices, operational processes and service provision
6. Undertake investigation, consultation, in-depth analysis, reviews and benchmarking to keep abreast of emerging issues, maintain knowledge currency and provide advice to support business decision-making
7. Develop high-quality documentation including papers, presentations, proposals, communications, briefings, policies and strategies for a variety of audiences, including senior management
8. Implement and oversee strategic projects, development and review of policy and procedure, and compliance and quality processes relevant to the area of specialisation
9. Develop and maintain strong partnerships and networks with other relevant business units, functional areas, internal and external stakeholders, including contributing to collaborative projects and cross-functional initiatives
10. Other duties as directed from time to time

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   ● postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
   ● extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training
Knowledge and Skills

2. Substantial experience in research management including provision of expert, strategic advice, reporting and consulting

3. Demonstrable experience in project management, with project management qualification(s) highly desirable

4. Highly developed planning and organisational skills, with experience in establishing priorities, allocating resources and meeting deadlines

5. Experience in motivating and developing a team of professionals to achieve strategic objectives

6. Excellent relationship management and consulting skills including the ability to undertake consultative processes, engage with senior management, influence and negotiate with a variety of stakeholders

7. Highly-developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

8. Excellent interpersonal and communication skills with the ability to provide authoritative advice and effectively communicate and present complex information

9. Advanced computer literacy, particularly with current business management software packages and their various application capabilities

OTHER JOB RELATED INFORMATION

● Travel to other campuses of the University may be required
● There may be a requirement to work additional hours from time to time
● There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.