

Position Description**Assistant Grants Advisor**

Position No:	50142304
Department:	Research Office
School:	Office of the Deputy Vice Chancellor Research
Campus/Location:	Bundoora
Classification:	Higher Education Officer Level 6 (HEO6)
Employment Type:	1.0FTE, continuing
Position Supervisor:	Executive Grants Advisor, ARC, Philanthropic and International
Number:	50144119
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Research Office – <http://latrobe.edu.au/research>

For enquiries only contact:

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Position Description

Assistant Grants Advisor

Context:

The Grants team is one of the six teams in the research office and oversees the administration of all competitive research grant funding, including ARC, NHMRC, philanthropic, international and other schemes. The team works with researchers across all campuses of the University to develop, manage and coordinate the submission of research grant applications and provides substantial advice and assistance with accepting and establishing successful external grants at La Trobe University.

The Assistant Grants Advisor will report to the Executive Grants Advisor, ARC, Philanthropic and International. The position will provide efficient and effective pre-and-post award support for various external research grant submissions. This position is key to ensure that La Trobe University researchers are supported efficiently to meet their obligations to the funding bodies and collaborators and are supported with University regulations and policies while submitting external grants. The incumbent will proactively identify funding opportunities working with databases like Research Professional and will disseminate these opportunities in a timely manner to La Trobe researchers. They will interpret funding rules, develop research budgets and ensure all external grant applications submitted by La Trobe University researchers are fully compliant. They will also work cross-functionally and contribute to other teams in the Research Office in periods of varied workflow.

Duties include:

- Proactively identify external funding opportunities for La Trobe University researchers using funding databases such as Research Professional.
- Develop a comprehensive grants calendar for La Trobe researchers to plan and submit highly competitive grant applications.
- Provide assistance to academic staff at La Trobe by interpreting funding rules, advising on eligibility criterion and assisting in the preparation and verification of budgets for research grants.
- Critically read and edit grant proposals, liaise with applicants on revisions of applications, and ensure the grant proposal is fully compliant with funding agency and university regulations.
- Provide comprehensive post-award administration of grants, and manage the non-financial aspects of the University's research grant reporting obligations, including grant closure.
- Independently manage funding agreement variations to funding agencies on behalf of La Trobe researchers and advise researchers on scope changes, funding changes, key personnel changes, and reduction in investigator times devoted to the project or absence from the project. This will also include negotiations with partner organisations.

- Undertake data entry and generate reports from ResearchMaster to monitor reporting requirements and milestones to ensure effective management of grants and help coordinate the preparation of progress and final reports by interpreting complex rules and regulations and providing effective guidance around financial management of the grants.
- Develop procedure manuals in conjunction with other business units such as Research Finance, the Office of Industry Engagement, the Graduate Research School, Alumni and Advancement and the University Legal Office to monitor grant funding within regulations and ensure student and IP issues are clearly addressed within research contracts and donations and bequests are clearly identified for HERDC reporting.
- Develop a web presence for successful grants by organising a successful grants library and working closely with Marketing and communications to draft announcements, analyse outcome statistics, and prepare reports for the Grants Manager on funding outcomes.
- In conjunction with the team, develop, maintain and update the grants webpage with up to date information on university submission processes and develop appropriate toolkits for researchers to write competitive grant applications.
- With assistance from the Research Performance team, develop reports to effectively manage and monitor data entry requirements of the grants team.
- Work collaboratively within the team and as a member of the Research Office to coordinate efficient and effective customer service delivery to researchers and administrative support staff in the University.

Key Selection Criteria include:

- A degree, with at least two years work experience in research and/or research management or an equivalent combination of relevant experience and/or education/training.
- Ability to work under pressure with high volume of applications and within time constraints of the grant application process.
- Ability to multi-task and move across grants schemes, organise, and prioritise allocated work.
- Excellent written and verbal English communication skills, including the ability to edit and proof read, and the ability to present workshops or facilitate discussion.
- Australian Research Management Society accreditation is desirable. If not accredited, then the applicant should be willing to undertake this accreditation as part of the staff development opportunity at La Trobe University.
- Excellent interpersonal skills, including the ability to develop high level working relationships to engage with a variety of internal and external stakeholders and the capacity to work collaboratively and cooperatively in small teams.
- High level of proficiency in computer software packages, including word processing, spreadsheets and databases.
- Demonstrated ability to work both autonomously and co-operatively within a team and with a wide range of stakeholders; including the flexibility to adapt to changing priorities and contribute to continuous improvement.
- Demonstrated organisation and problem solving skills, with an ability to manage several

different projects concurrently.

La Trobe Cultural Qualities:

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials:

Date: