Position Description

Title: Post Award Officer
HEW Level: HEW 6

Faculty/Office: DVCR, Research Services
Position Number:

Department/Team: Post Award
Date: 23 October 2018

Position Purpose: To coordinate and provide support for the Post Award services for research.

ORGANISATIONAL CONTEXT
The Deputy Vice-Chancellor (Research) [DVCR] is responsible for the development and strategic enhancement of Macquarie University's research, research training, and innovation profile as well as the creation, support and advancement of local, national and international research collaborations and partnerships.

Research Services is responsible for the management of research that takes place at Macquarie University or is conducted by University staff. This task is divided between four functional teams: Pre Award, Post Award and Reporting, Ethics and Integrity and Research Contracts and Policy.

The Post Award and Reporting Team aims to assist Macquarie University to achieve its research goals. The Team is responsible both for post-award management of research projects and for research management reporting and data integrity.

The Team assists in the management of projects post award by helping researchers meet reporting deadlines and by informing and negotiating with funding agencies regarding changes to a funded project. The Team also manages the intra and extra institutional reporting that is required for strategic and compliance purposes, as well as the data and systems that underlie that reporting.
### KEY ACCOUNTABILITIES

- Collate, analyse and produce progress, final and financial reports for the University’s research funding.
- Provide advice and support in the variation of funding agreements and project scope in relation to the University’s research funding.
- Coordinate and support for the transfer of research funding into or out of Macquarie University.
- Maintain relationships with key internal and external stakeholders.
- Liaise with relevant University staff to obtain the best grant and project management outcomes possible for the University's research funding.
- Provide advice and information to researchers on management of grant funding and research project management for allocated client group/s.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for this classification.

### POSITION CONTEXT

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<tr>
<th>Reports to:</th>
<th>Manager, Post Award and Reporting</th>
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| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | • Research Active Staff  
• Australian Research Council  
• National Health and Medical Research Council  
• Other funders of research |
| Other Key Relationships: | • Other administrative staff within the Research Office  
• Human Resources  
• Office of Financial Services  
• Faculty Management |
| Budget Accountability: | N/A |
| Role-specific Conditions: | N/A |
| Scope and autonomy | Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed. |
| Problem solving | Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques. |
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>Attributes</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Service Focus</strong>: Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree or equivalent experience in research management or related field.
- Computer skills including Microsoft Office and internet.
- Understanding of the Australian Higher Education environment.
- Skill in interpreting contractual requirements and/or interpreting funding guidelines

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Understanding of ARC and NHMRC research management systems
- Knowledge of the Research Office’s functions and structure.
- Knowledge of the Research Office’s policies, systems, processes and procedures.
- Knowledge of Macquarie’s financial systems and processes
- Knowledge of the roles and functions of other Macquarie administrative units

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Working in a university research management environment
- Working under pressure to meet tight and hard deadlines
- Managing financial data and in interacting with financial systems and staff
- Experience using research management systems