

## Position Description

<b>Title:</b> Research Proposals Officer	<b>HEW Level:</b> Level 6
<b>Faculty/Office:</b> Research Services	<b>Position Number:</b>
<b>Department/Team:</b> Pre Award	<b>Date:</b> June 2018

**Position Purpose:** To provide advice and support for the submission of research grant proposals.

### ORGANISATIONAL CONTEXT

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 & Reporting, Ethics & Integrity and Research Contracts, Policy & Biosafety.

The Pre Award Team aims to assist Macquarie University to achieve its research goals. The Team is responsible for application and proposal development and submission.

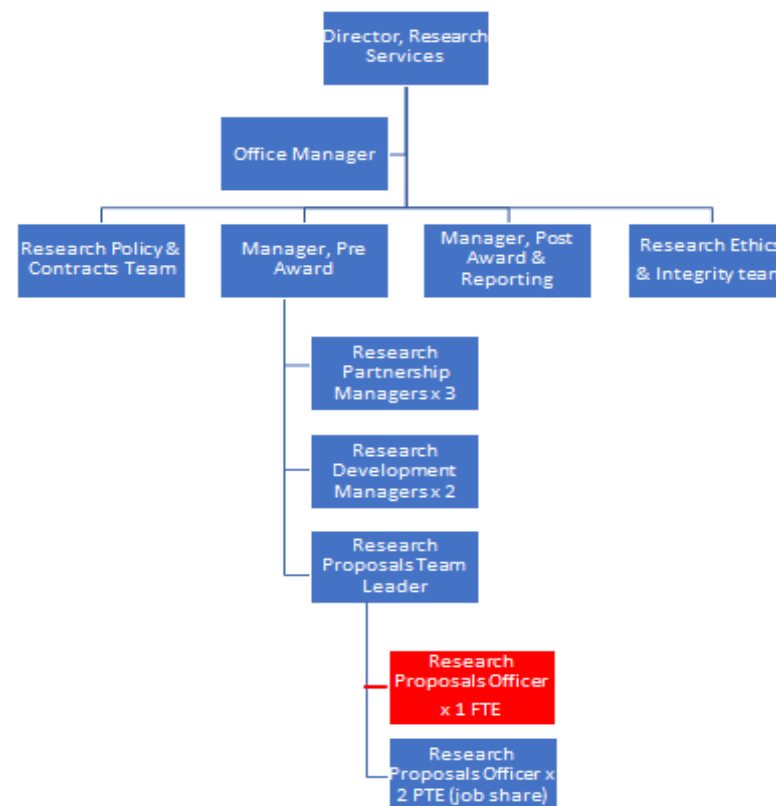
The Pre Award Team helps researchers to identify appropriate funding opportunities, assists in the development of research proposals and grant applications and manages the submission process.

Within Pre Award, a team of Research Partnership Managers are responsible for building relationships with demand driven research funders, and facilitating access to Macquarie University's relevant research expertise.

Two Research Development Managers are responsible for working closely with researchers to develop research proposals that are of a very high standard, particularly in relation to large funding opportunities.

A dedicated Research Proposals Team, led by the Proposals Team Leader and staffed by Proposals Officers, helps researchers and research management staff around the University to identify appropriate funding opportunities, ensures that proposals are compliant with funding rules, provides eligibility advice and manages the process of submission of funding opportunities on behalf of the University.

### ORGANISATION CHART



KEY ACCOUNTABILITIES	POSITION CONTEXT	
<ul style="list-style-type: none"> <li>• Monitor, coordinate and administer the submission of research proposals to external research funding sources.</li> <li>• In collaboration with the Research Proposals Team Leader, identify and promote grant funding opportunities to academic staff to encourage research participation across the University.</li> <li>• Provide advice, training and support to researchers on the processes and systems relating to research grant proposal submissions.</li> <li>• Research and report on key trends and/or issues relating to research submissions and identify and develop recommendations to improve the efficiency and quality of the University's submissions systems and processes.</li> <li>• Build and manage relationships with key internal and external stakeholders</li> <li>• Perform any other duties as required and as appropriate for the classification of this position.</li> <li>• Comply with relevant EEO and WHS regulations.</li> </ul>	<b>Reports to:</b>	Research Proposals Leader
	<b>Positions Reporting to:</b>	Direct: nil Indirect: nil
	<b>Key Direct Clients:</b>	<ul style="list-style-type: none"> <li>• Research Active Staff</li> <li>• Australian Research Council</li> <li>• National Health and Medical Research Council</li> <li>• Key state and federal government funders of contract research</li> <li>• Key commercial funders of research</li> </ul>
	<b>Other Key Relationships:</b>	<ul style="list-style-type: none"> <li>• Other Research Services staff</li> <li>• Faculty Research Management staff</li> <li>• Key staff in other administrative units, eg Office of Financial Services</li> </ul>
	<b>Budget Accountability:</b>	nil
	<b>Role-specific Conditions:</b>	
	<b>Scope and autonomy</b>	Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.
	<b>Problem solving</b>	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.

**COMPETENCIES** Clusters of behaviours required for successful performance.

**Planning and Execution:** Managing time and resources to complete tasks and achieve objectives.

**Quality Focus:** Ensuring accuracy and quality when completing tasks.

**Communication:** Effectively grasping and conveying ideas and concepts to others.

**Service Focus:** Making students, staff, key contacts and their needs a priority.

**Teamwork:** Working in collaboration with others to achieve shared goals.

**ATTRIBUTES** Personal qualities related to successful performance.

**Perseverance:** Persevering despite obstacles to ensure tasks are completed.

**Flexibility:** Responding effectively to unexpected or changing circumstances.

**Reliability:** Meeting commitments and responsibilities.

**Resilience:** Dealing effectively with and recovering quickly from setbacks or pressure

<p><b>REQUIRED KNOWLEDGE</b> Qualifications, technical and/or professional skills and information needed from day one for successful performance.</p> <p>Degree qualified or equivalent experience in related field.</p> <p>Computer skills including Microsoft Office and Internet.</p> <p><b>ACQUIRED KNOWLEDGE</b> Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.</p> <p>Knowledge of the Research Services functions and structure.</p> <p>Knowledge of the Research Services policies, systems, processes and procedures.</p> <p>Knowledge of what other areas of the University do and how they interact with the faculty/office.</p> <p>Knowledge of budgeting methods.</p> <p>Knowledge of Macquarie's researchers and research strengths.</p> <p>Knowledge of major research grant funding bodies and their funding schemes.</p> <p>Knowledge of databases available for searching for funding opportunities.</p>	<p><b>KEY EXPERIENCES</b> Practical experiences and exposure to specific environments or activities related to successful performance.</p> <p>Working in a university research management environment</p> <p>Reviewing, compliance checking and submitting research proposals in large research proposal rounds.</p> <p>Working with research management systems and research proposal submission systems.</p>
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