UNIVERSITY OF CANBERRA

POSITION DESCRIPTION

Position Title	Advisor, Research Grants Team
Business Unit	Research Services
Appointment Level	UC Level 6
Reporting To	Manager, Research Grants
Number of Direct Reports	0
Delegation Band	7
Position Number	52039

THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

OUR PURPOSE AND VALUES

Our purpose and values are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places

BUSINESS UNIT OVERVIEW

Research Services plays an important role in supporting and strengthening the University's research performance and culture by providing support and advice to researchers at the University of Canberra to enhance research activities. The Research Services teams provide advice and support that includes:

- Identifying and supporting research funding opportunities and grant applications;
- administration and management of externally funded research grants;
- negotiation of funding agreements, research contracts and research consultancies;
- compliance reporting for externally funded research grants;
- provision of research performance analysis and management reporting, and related data collection and management;
- preparation of data-related submissions including university rankings;
- research ethics requirements, processes and applications;
- research integrity and biosafety;
- e-Research strategy and support; and
- delivering centrally provided researcher development programs and activities across Research Services responsibilities.

POSITION PURPOSE

Reporting to the Manager, Research Grants, the Advisor, Research Management is responsible for contributing to the end-to-end management of externally funded research projects. The position has a particular focus on supporting the Research Grants Team and Faculty Research Administrators in pre- and post-award matters related to externally funded research projects, particularly in the management of milestones. The role provides support to the University research community and helps to foster an environment of pro-active support and development for the research and innovation interests of the University. The position works closely and constructively with University researchers and Faculty Research support staff.

PRIMARY RESPONSIBILITIES

Reporting to the Manager, Research Grants, the position will be required to:

1. Provide advice and guidance on externally funded research in consultation with Senior Advisors for grants including but not limited to; pre-award matters such as eligibility criteria, funding rules and guidelines as well as post-award management of successful grant applications.

2. Assist in the coordination of research proposal submissions using research management applications and portals such as the Australian Research Council's Research Management System (RMS), the National Health and Medical Research Council's 'Sapphire' system and the University's internal research management system (PURE).

3. Assist in developing relevant internal policies and procedure in order to gain efficiencies, drive compliance and strengthen internal processes.

4. Liaise with external grant funding agencies and other external parties on queries related to grant opportunities, guidelines and agreements.

5. Work closely with Finance and Business Services and Faculty Research Support teams to ensure compliance with funding rules, management of milestones, proper financial management and consistent flow of information for the post-award management of externally funded research projects.

6. Work as a key member within the Research Grants team contributing to cohesive team work ensuring productive and collegiate work environment which fosters collaboration, innovation and high standard of delivery.

7. Assist with managing and maintaining the website for Research Services, ensuring the relevance, accuracy and quality of the information available.

8. Coordinate communication campaigns on research funding opportunities including information for website and newsletter, as well as organising workshops and events for UC researchers.

9. Maintain accurate records and documentation for externally funded research in the university using specialised software such as PURE, TRIM Records Management and Share Point.

10. Provide administrative support in the area of data management to ensure all research data is accurately recorded in the research databases

11. Other duties as required, appropriate to the classification level.

Note: This position requires a skill level that assumes knowledge or training equivalent to a degree from a higher education institution plus relevant experience and/or training in contracts drafting and management. Demonstrated experience in effective contract administration and management working in a University research management environment. A legal background is helpful but not mandatory.

Key Capabilities	Descriptors
1. Leadership	*1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.* *1.2 Connects the University Strategy with the Portfolio and reinforces connections with other staff.* *1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.* *1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.* *1.5 Showcases diverse voices and perspectives and seeks and values unique contributions and promotes accessibility to all.*
2. Citizenship	2.1 Upholds, demonstrates, and promotes the university's purpose and values. 2.2 Promotes diversity of thought and creates an inclusive workplace where people feel a sense of belonging. 2.3 Looks beyond own point of view to consider needs of others and looks for opportunities to create belonging, support reconciliation, diversity, and inclusion. 2.4 Manages accessibility concerns to promote equity.
3. Effective Communication	3.1 Adjusts message and delivery appropriate to audience. 3.2 Listens authentically to others to understand content and context and effectively communicates ideas. *3.3 Produces accurate and effective information in a timely and efficient manner.* *3.4 Influences and negotiates persuasively.* *3.5 Builds cultural competence and adaptive communication skills.*
4. Collaboration	4.1 Connects and collaborates with our community. 4.2 Looks beyond self and immediate team to add value to the whole University. 4.3 Authentically and meaningfully connects with people who are different to self. 4.4 Is open to a variety of ideas, experiences, and styles. *4.5 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.*
5. Delivers results	5.1 Delivers on agreed outcomes and escalates issues as appropriate. 5.2 Responds to changing circumstances and priorities. *5.3 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.*
6. Business Acumen	6.1 Understands the purpose of own position and how this contributes to the objectives of the University. 6.2 Manages resources effectively. *6.3 Understands the commercial context the University operates in.*
7. Service	7.1 Delivers seamless customer focused service underpinned by simplified and efficient processes. 7.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.
8. Digital Literacy and Innovation	8.1 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees. 8.2 Appreciates the legal, ethical and security guidelines in the management, access and use of data. *8.3 Isn't afraid to have an impact. Inspires others to be innovative. Is brave, stirs curiosity and shares ideas and discoveries that shape our future.* *8.4 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.* *8.5 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.*

Note: This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:

• comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation

• cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers

• assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability