POSITION DESCRIPTION

Research Support Officer (Major Initiatives)

Position Summary

Research Grants and Contracts (RGC) within the Division of Research and Enterprise contributes to UNSW's research performance and profile via the effective management of the University's research funding. RGC is the key link between UNSW researchers, executive and funding agencies such as the National Health and Medical Research Council (NHMRC), Australian Research Council (ARC), other government and non-government research funders, philanthropic competitive grant funders and industry partners. The RGC teams are a crucial component in the University’s ongoing strategy to increase knowledge exchange and towards meeting the S25 aims.

Each year RGC manages projects valued at more than $450M in research income which includes more than 3,000 applications and 6,000 ongoing projects on behalf of UNSW, supporting more than 2,000 UNSW academics.

This position will support the provision of high-level governance and consistency around the management of major investments and high-risk external funding streams across all stages of the funding cycle.

This position reports to the Research Support Manager (Major Initiatives) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Support the delivery of efficient research funding management services to UNSW researchers engaged in Major Initiatives by effectively supporting the ‘end to end’ workflows of relevant applications and grants.
• Support a network of relevant ARC Centre/Hub managers aimed at building a cohesive group with a clear understanding of sponsor governance requirements throughout the life of the program.

• Analyse and interpret complex rules and regulations and provide authoritative advice to UNSW researchers and their support teams.

• Liaise with UNSW recipients of research funding that is significant and/or of strategic importance to UNSW, for example, ARC ITRP Industrial Transformation Research Program (Hubs and Centres), ARC Centres of Excellence, Australian Renewable Energy Agency (ARENA), Cooperative Research Centres.

• Support engagement of the ARC Centre/Hub Directors and managers early in the post award stage, engaging with them and the Knowledge Exchange and the UNSW Legal Office in the establishment and execution of agreements for these initiatives, project set up, due diligence reviews and variations with the sponsors.

• Initiate project set up, and management of deliverables, variations to the sponsors (which are extensive for these initiatives) and project close-out.

• Support the development and delivery of training sessions and materials for relevant stakeholders.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Relevant qualifications and/or work experience in administration/program/project management related to research funding.

• Demonstrated experience in managing relationships with researchers and/or external partners, government agencies, industry clients and multilateral agencies.

• Demonstrated skills in interpreting and applying policy, rules and regulations with exceptional attention to detail.

• Proven experience in complex funding management, as well as managing and resolving complex research funding issues.

• Demonstrated highly developed project management capabilities with evidence of high level analytical, prioritisation and time management skills.

• Outstanding written and oral communication, negotiation and consultation skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.