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DUTY STATEMENT – CASUAL ROLE

Compliance Officer

Position Level	Level 5
Faculty/Division	DVC-Research
Original document creation	June 2022

Position Summary

The Compliance Officer will work within the Pre-award Team assisting with the review of research grant applications for compliance with funding body rules and instructions; provide accurate and timely feedback to researchers; and ensure that grants are compliant and submitted on time.

The Compliance Officers report to the Senior Manager (Pre-Award) and have no direct reports.

This role will:

- Display a high level of ability to interpret relevant sponsoring agency rules and legislation that enables the delivery of high level, consistent and reliable advice to researchers making applications for research funding, RGC colleagues and other internal and external stakeholders.
- Effectively manage the pre-award end-to-end workflows through identifying and resolving issues; and reviewing research grants applications in a timely manner.
- Manage and maintain accurate pre-award grant records in the relevant data base, shared folders and university record management system as required.
- 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.

A person engaged is generally expected to have the following skills and experience:

- Previous experience in pre-award grant support would be highly valued though not essential.
- Excellent communication and interpersonal skills, both verbal and written, with the ability to negotiate and liaise effectively with internal and external stakeholders.

- Demonstrated experience in providing creative and innovative solutions to problems whilst adhering to policy, governance and regulations.
- Demonstrated experience in interpreting and applying complex policies and procedures.
- Demonstrated experience in the successful delivery of quality, professional, customer focused services and support to clients.
- Highly developed organisational skills and ability to establish priorities, manage tasks and meet competing deadlines in a high-volume environment whilst maintaining attention to accuracy and detail.
- Advanced proficiency in a range of computing skills including but not limited to the Office 365 suite, (Excel, Word, Outlook, and PowerPoint etc), and the ability to work effectively with the information management systems in the delivery of customer-focused services.
- 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

Additional Pre-employment checks required for this position

- Nil

About this document

This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position, contact the HR Business Partnering team.