

## POSITION DESCRIPTION

<b>Position Title</b>	Post-Award Officer		
<b>Organisational Unit</b>	Deputy Vice-Chancellor Research		
<b>Functional Unit</b>	Research Grants		
<b>Nominated Supervisor</b>	Manager, Research Grants		
<b>Higher Education Worker (HEW) Level</b>	HEW Level 7	<b>Campus/Location</b>	North Sydney
<b>CDF Achievement Level</b>	All Staff	<b>Work Area Position Code</b>	14101
<b>Employment Type</b>	Full-time, Continuing	<b>Date reviewed</b>	July 2017

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

**Mission Statement:** *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

## ABOUT THE OFFICE OF THE DEPUTY VICE-CHANCELLOR RESEARCH

The Deputy Vice-Chancellor (Research) portfolio, headed by the Deputy Vice-Chancellor (Research), is responsible for the University's research strategy, policies, governance, organisational reporting, research-related committees, and research activities undertaken by the faculties, schools, and research Institutes and individual staff performance.

The Office of the Deputy Vice-Chancellor, Research, collaborates with the faculties in implementing the strategic research direction of the University and provides the financial and administrative framework to support research excellence. This includes supporting researchers in the submission of external grant applications, research ethics approvals, research contracts and post-award management, and through research training workshops including HDR supervisor training. The financial and administrative functions aim to foster excellence in research and raise the research profile of the University.

## POSITION PURPOSE

The Post Award Officer is responsible for the effective management and administration of external grants associated with post-award matters. This includes the review and continuous improvement of post award related policies and processes to ensure compliance with post-award requirements of funding bodies, government agencies, and the University. The position will liaise with internal and external partners and stakeholders, and develop effective working relationships to support excellent service delivery.

## POSITION RESPONSIBILITIES

### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

### Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Manage post-award administration to make appropriate and professional arrangements that align with both funding body and University policies and procedures.	<ul style="list-style-type: none"><li>• Be responsible and accountable for achieving excellence</li></ul>	✓			✓
Establish and maintain effective working relationships with internal and external stakeholders, including researchers, administrators, finance, and funding bodies to support effective post-award management and service delivery.	<ul style="list-style-type: none"><li>• Communicate with impact</li><li>• Make informed decisions</li><li>• Be responsible and accountable for achieving excellence</li></ul>				✓

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Liaise and solve problems with granting agencies, partner research organisations, and researchers to negotiate research grant matters on behalf of the University. Contribute to the development, review and improvement of post-award processes and associated workflow refinement.	<ul style="list-style-type: none"> <li>Collaborate effectively</li> <li>Be responsible and accountable for achieving excellence</li> <li>Communicate with impact</li> </ul>				✓
Work with the faculties, research institutes, researchers and other relevant teams within the Research Services Office to ensure compliance with contractual clauses, including financial and reporting obligations. Where necessary, draw on a range of sources to solve problems as they arise.	<ul style="list-style-type: none"> <li>Communicate with impact</li> <li>Be responsible and accountable for achieving excellence</li> </ul>				✓
Manage the non-financial aspects of the University's award reporting obligations, including end of year reporting to the ARC and NHMRC. Monitor and ensure timely notification is provided on upcoming report requirements for awards.	<ul style="list-style-type: none"> <li>Know ACU work processes and systems</li> </ul>				✓
Apply and adapt strategies for the coordination of variation requests; funds carry-over and grants transfer requests; providing advice in line with executed contracts and with reference to existing policies.	<ul style="list-style-type: none"> <li>Know ACU work processes and systems</li> <li>Collaborate effectively</li> <li>Communicate with impact</li> </ul>				✓
Develop and support projects for improvement and development of the organisational area, specifically, oriented towards optimal post-award service delivery. This may include extraction and analysis of data from a range of sources to provide insight and understanding of the area.	<ul style="list-style-type: none"> <li>Be responsible and accountable for achieving excellence</li> </ul>			✓	
Other administrative and project-based duties as assigned by the Manager from time to time to support the effective management of post-awards and University's profile/reputation in this area.	<ul style="list-style-type: none"> <li>Know ACU work processes and systems</li> <li>Collaborate effectively</li> </ul>	✓			

## HOW THE ROLE OPERATES

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### Key Challenges and Problem Solving

- Keep abreast of current external and internal funding compliance requirements to ensure that all post-award arrangements and variations comply and satisfy these.
- Use independent judgement to anticipate or recognise problems and provide resolution strategies with reference to relevant documents and knowledge. Work collaboratively with colleagues and stakeholders when necessary to resolve issues.
- Providing consistently high levels of support, manage heavy workloads, manage competing demands and prioritise tasks to produce required outcomes within short deadlines.
- Work with confidentiality and discretion, apply diplomacy where required.
- Developing key relationships with executive support staff and with key stakeholders across the University, ensuring the expectations of the Office of the DVCR are met.

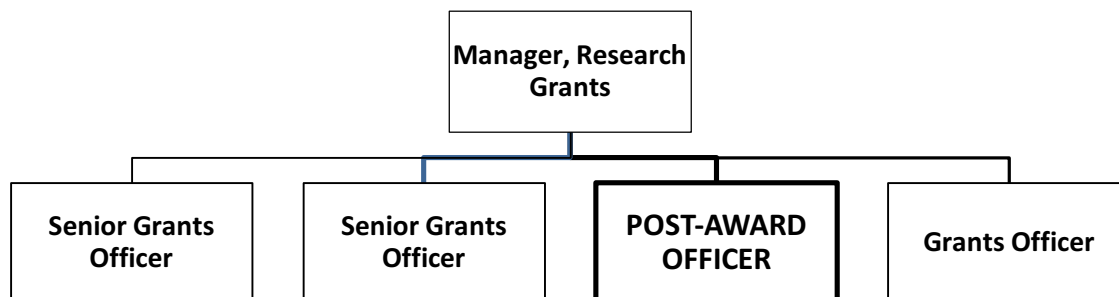
### Decision Making / Authority to Act

- Under broad direction, the position holder addresses complex problems using initiative and judgement to achieve outcomes.
- Review post award arrangements, progress reports, and variation requests to ensure compliance with policies and make recommendations.
- Assists with analysing and developing improved policies, plans, methods, procedures, and systems of post-award grant administration.
- Recommends policy revisions to ensure currency and compliance.
- Recommends process improvements with a focus on accuracy and efficiency.
- Provides policy and process advice to internal and external stakeholders to procure outcomes and ensure the University's post awards comply with internal and external requirements.

### Communication / Working Relationships

- The position holder collaborates within the organisational area, across the University and with external organisations to deliver high quality services; the position also answers enquiries and deals with a range of issues in consultation with senior members of staff.
- The position holder communicates internally and externally, and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant procedures relating to the services supplied.

## Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

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### Qualifications, skills, knowledge and experience

1.	Degree qualification together with experience in managing grants awarded by ARC, NHMRC, foundations and other funding bodies, including but limited to, coordinating and meeting reporting requirements and deadlines, and providing advice on financial matters.
2.	Demonstrated experience and ability to correctly interpret funding rules, guidelines and funding agreements.
3.	Experience in managing research data by using data management systems.

### Core Competencies (as per the [Capability Development Framework](#))

4.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
5.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise in pursuit of excellence.
6.	Demonstrated ability to communicate with impact and purpose to gain the support of a wide range of stakeholders, both internal and external to create positive impact and successful outcomes.
7.	An ability to take personal accountability for achieving the highest quality outcomes through an understanding of organisational context, self-reflection, and aspiring to and striving for excellence.
8.	Demonstrated ability to plan work activity, prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.
9.	Demonstrated experience sourcing and interpreting business information to make informed, evidence-based decisions.

### Other attributes

10.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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