



POSITION DESCRIPTION

Research, Innovation and Commercialisation
University Services

Senior Grants Officer

POSITION NO	0038372
CLASSIFICATION	HEW 7
SALARY	\$82,707 - \$89,530 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time
OTHER BENEFITS	http://hr.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://hr.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Leah Mount Tel +61 3 8344 2012 Email lmount@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

hr.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

Reporting to the Manager Research Grants for the Australian Research Council (ARC), Philanthropic, Primary Industry's and Internal grants, the Senior Grants Officer will work with the ARC, Philanthropic, Primary Industry's and Internal grants team to deliver high quality grant services designed to streamline administration and further increase the level and diversity of external research funding.

The position will be responsible for planning workloads and coordinating scheme responsibilities especially during the major ARC application rounds. The incumbent will provide advice, guidance and mentoring to Grants Officers on pre and post award matters for ARC and other funding schemes.

The Senior Grants Officer will be responsible for coordinating and directly providing research grant support services including administration of research grants, organising seminars and helping staff to target programs and prepare quality applications; notifying staff of outcomes; liaising with sponsors, departments and grant holders; and coordinating services with other areas of university administration.

The Senior Grants Officer will exercise a high degree of independence, mature judgement and liaise directly with University of Melbourne staff and external parties. They will be required to develop, maintain and remediate where necessary, effective working relationships with Academic Divisions and Chancellery to ensure high quality and timely service delivery.

The incumbent will be expected to lead or take a major role in the development of strategies and systems to enhance grant applications and manage application rounds.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Tertiary qualifications in a relevant discipline and or equivalent mix of education and relevant experience.
- ▶ Several years' experience in research grants administration and coordinating complex work programs.
- ▶ Ability to provide high quality advice to staff and research students on research grant administration issues, including pre and post award matters.
- ▶ High level interpersonal and written communication skills (including the ability to prepare correspondence for internal and external audiences, briefing papers for management and experience in delivering information sessions or other presentations).
- ▶ High-level conceptual, analytical and problem-solving skills.
- ▶ Ability in the effective use of computer applications (MS Word, MS Excel, PowerPoint), internet browsers, and information systems.

1.2 DESIRABLE

- ▶ Experience with THEMIS Research or similar research management information systems.
- ▶ Familiarity with the ARC's Research Management System (RMS).
- ▶ Familiarity with University of Melbourne System.

For more information on addressing Selection Criteria, please view this [link](#).

2. Special Requirements

- ▶ During peak periods, especially during major grant rounds, leave will not normally be approved and additional work outside of normal business hours may be required.

3. Key Responsibilities

- ▶ Ensure the provision of optimal support for the University's participation and success in major external grant programs through effective and efficient planning, coordination, promotion and hands on delivery of support for pre and post award administration of research grants. This will include liaising with and providing advice to Faculties, academic departments and individual academic staff at all levels; proactive liaison with other areas of administration; and liaising with granting bodies and other external stakeholders.
- ▶ Provide coaching and guidance to grants officers and casual staff on all aspects of acceptance of award and post award management for grant schemes (mainly ARC but also a variety of other schemes as required).
- ▶ Provide support to the academic community on grant rounds including managing comprehensive records of correspondence and follow-up action.
- ▶ Prepare, organise and present material as appropriate at workshops and information seminars; provide expert advice and interpret guidelines and feedback from previous rounds; and review and check draft and final applications.
- ▶ Provide support to the Manager, Research Grants as required.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

Broad direction is provided by the Manager, Research Grants. The position enjoys a strong degree of independence and delegated responsibility. Initiative and commitment are required. Matters which may affect the standing of the University or its research objectives are referred to senior colleagues as appropriate.

4.2 PROBLEM SOLVING AND JUDGEMENT

The position is required to resolve a wide range of problems in research grants promotion and administration, requiring mature judgement and the ability to interpret and apply often complex University and granting body policies, procedures and award conditions, and assess the consequences for researchers of various courses of action. Highly complex matters will be referred to senior colleagues. Junior staff may refer significantly complex matters to the Senior Grants Officer for resolution.

Some problems will only be resolved through effective liaison with other stakeholders.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires the ability to interpret and apply often complex University and granting body policies, procedures and award conditions and assess the consequences of various courses of action.

The incumbent is an important source of advice to researchers regarding the formulation of research proposals which conform to University requirements and address relevant academic and administrative criteria. A keen awareness of any changes to these requirements, and the implications of these changes, is required, as is the ability to interpret feedback on unsuccessful proposals. The position must use sound research, experience and personal networks to inform his/her judgement as to the most appropriate grants program to target and the likely chances of success, and provides information and advice to academic staff, general staff and research students. The quality of that advice will influence grant outcomes in key programs.

The position must have sound knowledge of relevant rules, regulations, processes and techniques which affect the work of grants processes and how they interact (a) with other University systems and requirements and (b) with the conditions set down by outside funding agencies.

The incumbent must also have a sound knowledge of post-award administration including aspects of financial and agreement management.

4.4 RESOURCE MANAGEMENT

The Senior Grants Officer is responsible for efficient time management and effective usage of work resources and will effectively apply University policy to improve the support and development of grant opportunities. The position will evaluate and recommend new strategies and systems, and be responsible for assisting in the development of resource structures, planning workloads and coordinating scheme responsibilities especially during the major ARC application rounds.

Staff may also be expected to collaboratively participate in cross-functional teams on specific activities.

4.5 BREADTH OF THE POSITION

The position requires excellent interpersonal skills to be able to motivate, manage and co-ordinate a diverse range of team members and other stakeholders.

5. Other Information

UNIVERSITY SERVICES

A trusted partner in shared services.

We will operate with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best.

University Services will comprise approximately 1,500 staff and represents the aggregation and concentration of service delivery capability within what will be the largest administrative unit within the University. It comprises ten portfolios:

- Research, Industry and Commercialisation
- External Relations

- Academic Services
- Finance and Employee Services
- University Procurement Services
- Infrastructure Services
- Project Services
- Legal and Risk;
- Business Intelligence and Reporting
- University Services Operations

These portfolios will be responsible for the planning, delivery and review of most professional services.

The University Services organisation will also play a key role in defining the service ethos and quality standards for the broad range of services, as well as leading key aspects of transformational change, and defining and influencing future service enhancements. At its core, the benefit from the establishment of University Services will come from building expertise, consolidating like functions/ services, eliminating duplication, capturing the benefit of scale, and providing a platform to improve process and system efficiency.

THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at hr.unimelb.edu.au/careers.

GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. www.growingesteem.unimelb.edu.au

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant

advancement in the excellence and impact of its research outputs.

<http://www.unimelb.edu.au/research/research-strategy.html>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at www.unimelb.edu.au.

Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel