



POSITION DESCRIPTION

Research, Innovation and Commercialisation
University Services

Senior Grants Officer

POSITION NO	0045007
CLASSIFICATION	PSC 7
SALARY	\$88,171 - \$95,444 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full time (1.0 FTE) Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Frank Anastasopoulos Tel +61 3 8344 8208 Email franka@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 website:

<http://about.unimelb.edu.au/careers>

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy at <http://about.unimelb.edu.au/strategy-and-leadership>.

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) provides targeted services and commercial expertise that supports the smooth management of research and the growth of external commercial engagement. RIC provides services in four clusters:

- Research, Innovation and Commercial Engagement supports the development of the research and commercial engagement funding streams, supports academics in strategic engagement with external commercial partners, assesses technologies for IP protection and development, and manages IP and licensing portfolios. The team, particularly those in the business development group, works in collaboration with academic divisions, chancellery and the broader community.
- Major Initiatives, Contracts and Grants provides strategic planning, legal and innovation support for major initiatives through proposal and tender planning and development for major initiatives;

and manages the processing of grants and contracts, providing compliance and risk advice and contract management, acting as single key points of contact for grants of all types.

- Teaching and Learning manages an award and non-award course portfolio, providing program management including planning, financial management, logistics, end to end student management, performance reporting and evaluation.
- The Office of Research Integrity and Ethics provides guidance, education and training and support for ethical research, innovation and commercialisation.
- Effectively motivate, coach and manage staff to achieve goals. Provide clear performance expectations, regular feedback and document performance outcomes, ensuring poor performance is address and high performance nurtured and rewarded.
- Ensure the team has the skills and capabilities necessary to meet service delivery expectations now and into the future. Contribute to business capability plans including succession plans and develop and maintain an effective training program for staff.
- Actively contribute to innovation and continuous improvement of practices and processed based on analysis and feedback, working collaboratively with stakeholders to inform business improvements.

ABOUT THE ROLE

Position Purpose:

Reporting to the Manager, Research Grants (Health and Medical) this role coordinates and provides high quality research grants support services for health and medical funding opportunities across a broad range of disciplines at the University of Melbourne.

The position will have a focus on Medical Research Future Fund (MRFF) sponsored grants and other opportunities that emerge with limited forewarning.

The role will work closely with other resources with RIC, MDHS, Chancellery and the University more broadly. Specifically, the position will work closely with the MRFF Coordinator and other MRFF support staff, providing administrative and strategic support as required.

Responsibilities include the planning and overseeing of workflow, task completion, relationship management and provision of specialist advice on all aspects of grants management from oversight of applications processes and advice to applicants through to reporting.

To be successful in this role you will be passionate about supporting research, continuous improvement and innovation with a proven record of influencing and engaging others with your leadership skills. Your strong customer centric focus will ensure you build strong working relationships.

Reporting line: Manager, Research Grants (Health and Medical)

No. of direct reports: None at present, but expected to be 2-4 over time.

No. of indirect reports: 0

Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task Level: Significant

Organisational Knowledge: Significant

Judgement: Significant

Resource Management: Moderate

Operational context: Academic Divisions, University Services, Chancellery, external funding agencies.

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at

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

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Management and coordination of pre-award planning and preparation including the review, submission and acceptance of grants and post-award compliance oversight in cooperation with Academic Divisions, University Services (Finance and employee Services), Chancellery and external funding agencies under the direction of the Manager, Research Grants (Health and Medical)
- Provision of pre and post award grant support for all grant schemes managed
- Establishment and maintenance of excellent relationships with senior program managers in relevant research funding agencies, with a focus on the MRFF
- Providing administrative and strategic support to the MRFF Coordinator and other MRFF support staff
- Provide strategic and tactical advice to applicants.
- Identification of information and other needs of researchers (including graduate researchers where relevant) and providing high quality advice, building strong links with academic mentors (such as Associate Deans – Research within Academic Divisions and Research Managers), organising and participating in training and information seminars for researchers and organising workshops, special programs, targeted services and other development activities
- Accurate and complete entry of research grants data to enable accurate reporting and analysis of the University's performance
- Assistance with the provision of reporting to senior management of the University of grant performance
- Provision of high quality advice on strategic and case-specific matters relating to grant seeking and administration, and performance in relation to grants
- Coordination of communication between funding bodies and researchers ensuring timely reporting to grant progress and final reports to funding bodies

Selection Criteria:

Education/Qualifications

1. The appointee will have: Post-graduate qualifications in a relevant discipline and/or equivalent mix of education and relevant experience

Knowledge and skills:

2. Expert knowledge of grant funding programs and funding rules including grants management across the life-cycle (pre and post award)
3. Strong communication skills
4. Demonstrated experience in providing successful service-oriented administration of complex programs
5. Expert planning and organisation skills, especially in the successful coordination of organisation-wide participation in high prestige and high volume application grant schemes
6. High level of initiative including a commitment to continuous improvement, efficiency and efficacy
7. Demonstrated leadership and communication skills
8. Proven ability to thrive in a changing and fast-paced environment
9. Extensive experience and management expertise

Desirable:

10. Grant writing experience

11. Experience in coordinating large programs within a tertiary education environment, research institute or funding agency
12. Presentation skills to large audiences
13. Experience in reviewing and negotiating complex grant agreements

Other job related information:

Will be required to work outside of hours on occasion.