



## POSITION DESCRIPTION

**Research Office**  
Faculty of VCA and MCM

### Grants Officer

<b>POSITION NO</b>	0023608
<b>CLASSIFICATION</b>	PSC 6
<b>SALARY</b>	\$51.74 per hour
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>EMPLOYMENT TYPE</b>	Casual employment, anticipated hours 36.25 per week until 16 March, 2018
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	n/a
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Belinda Kelly Tel +61 3 9035 9095 Email <a href="mailto:belinda.kelly@unimelb.edu.au">belinda.kelly@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

To assist the team with managing a peak workload period from November to 16 March – you will contribute to the administration and services for VCA and MCM researchers, research leaders and research-related activities. You will deliver high-level advice and support services for Faculty research grants, collections, publications and governance.

In undertaking this position you will develop, contribute to and maintain effective working relationships across the university to enable high quality and timely service delivery, with a focus on the major grant rounds.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ Degree with subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Proven ability to interpret complex policies and procedures and provide high quality advice to academic staff, graduate research students and professional colleagues
- ▶ Knowledge of and understanding of legislative, policy and funding factors involving research in higher education
- ▶ Demonstrated ability to guide and support academic staff in pursuit of research funding from a diverse range of sources
- ▶ Capability to develop and progress a research agenda and plan for implementation.
- ▶ Technical expertise in the Microsoft Office suite of programs, databases and spreadsheets, and University systems
- ▶ Planning & Organising
- ▶ Internal Relationship Building
- ▶ Service Orientation
- ▶ Teamwork
- ▶ Communication
- ▶ Innovation and Continuous improvement

### **1.2 DESIRABLE**

- ▶ Demonstrated ability to create, analyse and interpret research performance data
- ▶ Experience with Australian Research Council (ARC) and/or other Category 1 research grant development

## ***2. Key Responsibilities***

- ▶ Assist with the day-to-day administration of research-related activities in the Faculty's research office to ensure a high level of administrative and operational support to the Faculty's researchers and graduate researchers. This includes – research grants and funding, research publications and outputs and research promotions.

- ▶ Administer the Faculty's internal and external research funding programs, including agreement administration for research grants and contracts, pre and post advice, administration and support, working in close collaboration with the Faculty's Finance team, the Research, Innovation and Commercialisation portfolio and University Services.
- ▶ Responsible for research development across the Faculty, mentoring and workshops for applicants, identifying new sources of income and working with the Research Coordinator to diversify research income into the Faculty and developing academic track records for grant success.
- ▶ Contribute to research development by assisting with the delivery of events and activities that promote research and support researcher development and will also contribute to reviews of research performance and strategies for improvement.
- ▶ Support the Research Coordinator in coordination and administration of research collections.
- ▶ Procure and contribute to Business Intelligence data collection and analysis of the Faculty's research portfolio for strategic and operational planning rounds and university government reporting requirements.
- ▶ Working collaboratively with work units across the Faculty to achieve high quality outcomes including; consulting when decision making may have impact beyond immediate work area, participating in multi-disciplinary/function teams to ensure consistent best practice is established and the ongoing development of the function meets the needs of the faculty, and ensuring an integrated approach to planning, service and administration delivery across the faculty.
- ▶ Contributes to the compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The occupant will report to the Research Coordinator, they will be responsible for prioritising own tasks.

#### **3.2 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The occupant will apply experience and knowledge with relevant University, Faculty and OH&S policies and procedures when liaising with staff, students and the general public.

#### **3.3 BREADTH OF THE POSITION**

The responsibilities of the position are reasonably broad and varied, requiring the occupant to liaise with a wide variety of people by telephone, e-mail, and in person. The diversity of responsibilities requires flexibility, the ability to work autonomously, and a collegial approach.

## 4. Other Information

### 4.1 FACULTY OF VCA AND MCM

The Faculty of the VCA and MCM comprises over 1,700 full time equivalent students over two divisions: the Victorian College of the Arts (art, performing arts, contemporary music and film and television) and the Melbourne Conservatorium of Music (western art music repertoire).

### 4.2 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 <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/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 <http://about.unimelb.edu.au/careers>.

### 4.3 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. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ 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://research.unimelb.edu.au/index.html#home>

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.

#### 4.4 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.

#### 4.5 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 <http://www.unimelb.edu.au/governance>

## 5. 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/people/community/responsibilities-of-personnel>

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