



POSITION DESCRIPTION

Research, Innovation and Commercialisation
University Services

Grants Officer

POSITION NO	0038375
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 per annum pro rata
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Part time (0.8 FTE) Fixed Term (Replacement Staff Member) Fixed term available until 5 January 2018
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	Angela Baklavas Tel +61 3 8344 2018 Email baklavas@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.
- Research Ethics and Integrity provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support seven key areas of governance and oversight: research integrity, human research ethics, animal ethics, gene technology, biorisk management, animal welfare and export controls.

ABOUT THE ROLE

Position Purpose:

The Grants Officer will work with the ARC, Philanthropic, Primary Industry's and Internal grants team (APPII 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 pre and post-award administration of grants focusing on the Internal Grants Portfolio, ARC matters as well as assisting with a range of other pre and post-award grant administration of other domestic Sponsors which fall within the team.

The Grants Officer will provide research grant support services, including 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 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.

Reporting line: Manager, Research Grants

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task Level: Moderate

Organisational Knowledge: Moderate

Judgement: Moderate

Resource Management: Moderate

Operational context: Academic Divisions, Chancellery and University Services

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:

- Provision of expert support for the University's participation in external or internal competitive grants 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.

- Coordination of reporting to sponsors through planning and notification to the academic community of key dates, administration of progress and final reports, and managing comprehensive records of correspondence and follow-up action.
- Promotion of funding programs.
- Contribution to increased participation and success in grants programs through developing good personal networks with researchers.
- Responsible for post award administration of grants to ensure the University meets its obligations under the relevant funding agreements.
- Creation and maintenance of accurate and complete records in Themis Research and opening of GL accounts. 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, Team Leader and the Senior Grants Officer as required.

Selection Criteria:

Education/Qualifications

1. The appointee will have: Tertiary qualifications in a relevant discipline and or equivalent combination of education and training and relevant experience.

Knowledge and skills:

2. Experience in research grants administration or other complex funding programs.
3. Ability to provide high quality advice to academic and professional staff at all levels and research students on research grant administration issues, including pre and post award matters.
4. Demonstrated ability to work cooperatively across a broad range of tasks as part of the team, committed to quality service to internal and external clients.
5. High level interpersonal and written communication skills (including the ability to prepare correspondence for internal and external audiences, excellent attention to detail.
6. High-level conceptual, analytical and problem-solving skills.
7. Ability in the effective use of computer applications (MS Word, MS Excel, PowerPoint), internet browsers, and information systems.

Desirable:

8. Experience with THEMIS Research, Themis Finance, HP Records Manager and other similar research management information systems.
9. Familiarity with the ARC's Research Management System (RMS).
10. Experience in delivering information sessions or other presentations

Other job related information:

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.