



## POSITION DESCRIPTION

### Research Development

Faculty of Medicine, Dentistry and Health Sciences

## Research Collaboration & Funding Coordinator

<b>POSITION NO</b>	0037857
<b>CLASSIFICATION</b>	PSC 6
<b>SALARY</b>	\$79,910 - \$86,499 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</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>	Monique O'Callaghan Tel +61 3 8344 2009 Email <a href="mailto:maocal@unimelb.edu.au">maocal@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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

## ***Position Summary***

Under the direction of the Associate Director, Research Collaboration and Funding, the incumbent will provide high level advice and support to academic and professional staff in the Faculty of Medicine, Dentistry and Health Sciences (MDHS) across the research funding lifecycle.

The Research Development team is an MDHS service unit, headed by the Director, Research Development. Within the team, the Collaboration and Funding portfolio is responsible for promotion of funding opportunities; coordination of internal and trust funded grant and fellowship schemes; support for external major research initiatives; preparation of reports and briefing papers to support research committees, and facilitation of increased Faculty participation in multidisciplinary, thematic and cross-Faculty funding initiatives in accordance with the Faculty's Strategic Plan.

The Research Collaboration and Funding Coordinator will provide high level administrative support for research grant, policy and project support services. The incumbent will work closely with members of the Research Development team, other Faculty service areas and staff in University Services (Research, Innovation and Commercialisation) to ensure streamlined administration of research funding programs. The incumbent is required to be well organised, able to use initiative, work as part of a team and display sound judgement to communicate effectively with a range of stakeholders.

### ***1. Key Responsibilities***

- ▶ Ensure the provision of optimal support for the Faculty's internal and trust funded programs. This includes assisting with the development of funding guidelines and application forms, effective and efficient promotion of programs, providing advice to academic staff, coordinating the review and assessment of applications, ensuring streamlined acceptance and post award reporting.
- ▶ Coordinate submissions for research funding schemes/awards which require faculty level review and ranking prior to submission to external sponsors.
- ▶ Undertake secretariat duties for research related committees, including organising meetings, preparing agendas, distributing papers, taking minutes and facilitating follow-up actions.
- ▶ Contribute to increased participation and success in grant programs through developing good personal networks with researchers and professional staff; having a good understanding of a broad range of Australian and overseas grant programs and advising academic staff on appropriate sources of funding.
- ▶ Contribute to sourcing and promoting funding opportunities across the faculty, using databases such as Research Professional to ensure effective communication of opportunities to faculty staff.
- ▶ Work with members of the Research Development team to write reports on research activity undertaken by the Faculty, including reports on grant submissions/outcomes and other key research performance indicators.
- ▶ Organise activities to support research, including workshops, lectures and research focused functions.
- ▶ Work collaboratively with other members of the Research Development team, including assistance with coverage of administrative functions.
- ▶ Perform other tasks as required for the operational success of the team.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A degree with subsequent relevant experience; or extensive experience and specialist expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Experience in administering research funding schemes in accordance with sponsor requirements, including experience providing both pre-award and post-award support to researchers.
- ▶ Highly developed organisational and time management skills, including setting priorities, planning and organising work to meet deadlines.
- ▶ Demonstrated problem solving/analytical skills with a high level of attention to detail and the ability to deliver solutions, exercising sound judgement, initiative, diplomacy and discretion. Where applicable, the ability to handle information in a confidential and appropriate manner.
- ▶ Excellent written communication skills, including experience preparing documents, meeting papers and reports.
- ▶ Strong interpersonal and verbal communication skills with the ability to relate effectively with a range of stakeholders across all levels of the organisation.
- ▶ Demonstrated ability to work independently and as part of a team.
- ▶ Demonstrated commitment to providing excellent customer service and make contributions to the improvement of administrative systems and procedures.
- ▶ High level proficiency in the use of standard application software such as the Microsoft Office suite, database and software packages.

### **2.2 DESIRABLE**

- ▶ Experience in, or an understanding of the higher education sector, health or government sector or philanthropic organisations.
- ▶ Knowledge and experience with University policies and procedures, particularly those related to research.
- ▶ Ability to update and maintain web content.

### **2.3 SPECIAL REQUIREMENTS**

- ▶ Occasional work outside standard hours.

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

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

Broad direction is provided by the Associate Director, Research Collaboration and Funding. The incumbent is expected to work independently although some tasks involve working closely with other members of the Research Development team. Matters that may affect the standing of the University or its research objectives are referred to senior colleagues as appropriate.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own functions to improve service, taking responsibility for planning and outcomes. The position requires enthusiasm, initiative, flexibility and the ability to manage a wide range of activities. The incumbent will exercise a high level of judgement and work autonomously on a number of tasks. Team work is a core value of the office.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. The incumbent would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas. The position requires the ability to liaise effectively with internal and external stakeholders.

### 3.4 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## **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/topics/responsibilities/>

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

## **6. Other Information**

### **6.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

### **6.2 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 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>.

### 6.3 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/our-research/research-at-melbourne>

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*.

## 6.4 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>