



## POSITION DESCRIPTION

### Finance Unit

Faculty of Medicine, Dentistry and Health Sciences

## Grants and Contracts Consultant

<b>POSITION NO</b>	0037675
<b>CLASSIFICATION</b>	PSC 7
<b>SALARY</b>	\$88,171 - \$95,444 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> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Colleen Pearson Tel +61 3 8344 2923 Email <a href="mailto:cpearson@unimelb.edu.au">cpearson@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 website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Grants & Contracts Consultant is a member of the MDHS faculty Finance team, consisting of twenty members managing teaching, research and philanthropic funding greater than \$650m across the entire faculty. This role is required to work closely with the faculty's finance team and the allocated School's leadership team to provide high quality, customer-focused research support contributing to the strategic objectives and research culture of the Faculty. The position will undertake administration of research agreements from pre-award to post-award including supporting researchers by developing project budgets for funding applications, liaising with funding institutions, ensuring deliverables are met on time and stakeholders are kept abreast of the financial status of research grants and contracts.

The incumbent is expected to keep up-to-date with funding opportunities and be responsible for a research portfolio within the Faculty, providing a single point of contact to Principle Investigators (CI's) throughout the life of the award, liaising with the University Services portfolio of Research, Industry and Commercialisation (RIC) to develop the budget/price, accept the funding, facilitate the set-up of account codes, manage the award including appropriate management of IP, and ensure compliance with all aspects of the award terms and conditions. The position is also required to work with the School's Finance Manager and Department Managers/Scientific Operations Managers to develop research budgets and forecasts.

To be effective in this position, the incumbent must therefore build strong working relationships both internal and external to the School and Faculty. Working in this dynamic environment requires flexibility and good time management skills in managing multiple conflicting priorities to tight deadlines.

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

- ▶ Proactively manage a portfolio of complex and diverse grants and contracts (including trust funds), providing Chief Investigators (CI's) with a single key point of contact for pre and post award administration through the life of the award. This will include preparing, monitoring and updating budgets, interim and final cost claims, expenditure reports and, where the Faculty is the consortium coordinator, ensuring all reports and claims are submitted by partners on time, offering assistance where required and distributing payments to partners.
- ▶ Provide support to the Finance Manager and Department Manager/Scientific Operations Manager to ensure strategic priorities for the School leadership group are met. This includes but is not limited to annual budgeting, workforce planning, forecasting, monthly reporting, and other ad hoc queries and reports as required.
- ▶ Regularly meet with and provide budgetary reports to CI's on research grants and consulting accounts including explaining reports where necessary, troubleshoot any issues or problems that arise in the management of research grants, early identification of projected over or under spends, and providing advice and presenting options for solving problems. Meet regularly with the Head of Department, Finance Manager and Department Manager/Scientific Operations Manager to provide update on the finances of each CI/lab group.
- ▶ Work with CI's and researchers and provide expertise on the sponsor and University rules and regulations and compliance requirements associated with research funding, proactively updating and developing knowledge on an ongoing basis. Provide expertise on the different contracts types, ensuring appropriate structure of contracts to deliver the desired outcome, and ensuring appropriate management of University IP.

- ▶ Ensure the Higher Education Research Data Collection (HERDC) is maximised when providing advice on pre and post awards matters including ability to fulfil HERDC validation requirements. Regularly review HERDC system/reports to ensure data integrity and liaise with key stakeholders in finalising the submission of annual returns.
- ▶ Provide effective grant management and administration including monitoring and updating of budgets, reviewing eligibility of costs, preparing invoices, claims and final statements of expenditure. Ensure grants are closed within the university defined timeframe of the research end date. Provide database (Research Agreements) support including milestones to ensure data integrity, compliance with deliverables and the avoidance of financial penalties.
- ▶ Support researchers in their application for external research funding, providing expertise in external funding opportunities, sponsor terms and conditions and assist applicants with the non-academic element of proposals. Prepare full costing reports for proposals, providing expert advice on the application of full cost recovery principles, scenario planning, compliance with sponsor terms and conditions and University policy. Ensure research budgets are authorised by the Faculty Research Manager/School Manager/Head of School.
- ▶ Provide information and advice on research related financial matters including recruitment of research staff by providing multi-year CI/lab group forecast, reviewing various scenarios and recommending solutions.
- ▶ Process financial transactions on research accounts such as journals, internal transfers, overhead journals and provide timely responses and follow up to queries, ensuring financial probity.
- ▶ Maintain grant files in line with Research, Industry and Commercialisation (RIC) protocols, ensuring full documentation is maintained undertaking audits as required.
- ▶ Understanding and awareness of the University budget model across the various funding sources and implications.
- ▶ Ownership and responsibility of assigned tasks and customer requests with appropriate outcomes to be accomplished within the required timelines. Adopts a forward planning and pre-emptive approach towards problem solving to meet customer expectations.
- ▶ Develop and maintain a strong working relationship with all stakeholders within the faculty and University with an involvement in finance activities, policy and procedures to allow the Faculty Finance Unit to provide high quality advice and issue resolution. This includes external liaison with research sponsors and partner institutions, and internal liaison with other Schools, Faculties, RIC, Research Accounting, University Services and other areas of the University in relation to research grant administration to ensure effective communication at all times.
- ▶ Together with all members of the wider university finance team, build and enhance a “customer focused culture” so that finance professionals provides first class finance support service at all times. Customers include but are not limited to Chief Investigators, Department Heads, Department Managers/Scientific Operations Managers, School Manager, Head of School, and other areas of the University and external parties.
- ▶ Actively contributes toward the professional development and performance of the team’s knowledge and skills, fostering positive team morale and support.
- ▶ Actively champion a continuous improvement culture, develop improvements and innovations in effective financial management systems, methodologies, communications and best practice.
- ▶ Recommend changes to work processes and practices in response to changing circumstances and maintain the quality of the service offered.

- ▶ Any other duties as may reasonably be required, consistent with the grade of the post and which may present as development opportunities.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ A relevant tertiary degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training.
- ▶ CPA or CA or progress towards postgraduate qualifications.
- ▶ Ability to provide high quality advice to researchers on their grant/contract management, budget and other pre and post award matters through the entire life of the award, ensuring compliance with grant conditions.
- ▶ Experience with forecasting, budget preparation and reporting, and analysis of actual expenditure.
- ▶ Exceptional attention to detail with the ability to apply high level interpretation of data to succinctly present and tailor information to the appropriate audience.
- ▶ High level communication, presentation and interpersonal skills in order to present information clearly and concisely in writing, presentation tools or verbally and with excellent written and spoken English.
- ▶ Excellent organisational skills with the demonstrated ability to prioritise tasks whilst maintaining high levels of accuracy.
- ▶ Ability to plan actions and work to tight deadlines, working effectively both independently and as a part of a team in an environment with changing and competing demands.
- ▶ Excellent interpersonal skills with an ability to build credibility and trust with a wide range of people and maintain effective relationships both internally and externally.
- ▶ Pro-activeness that ensures timely and satisfactory completion of requests and assigned tasks, pre-empting issues and taking appropriate initiatives to mitigate adverse outcomes, whilst ensuring all stakeholders and customers are kept informed and up to date on progress.
- ▶ Proficiency in Microsoft Office applications, in particular Excel.
- ▶ Commitment to your own personal professional development.

### **2.2 DESIRABLE**

- ▶ Knowledge of accounting and regulations impacting the recording and reporting of research grant and contract related transactions.
- ▶ Knowledge of research funding bodies, government, charities, international and not for profit organisations.
- ▶ Experience in the function of research contract and grant award project management and administration, financial reporting and compliance management.
- ▶ Experience and understanding of working in higher education, in particular research universities.

- ▶ Experience in using Oracle ERP systems, in particular agreements and Oracle financial modules such as Hyperion, or similar research management information systems.

## 2.3 SPECIAL REQUIREMENTS

- ▶ Annual leave must be taken at a time which accommodates the peak workflows of the area. Annual leave entitlements should be taken each year at times mutually agreed with the supervisor.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under broad direction.

This position exercises a considerable degree of autonomy and independence with a minimum of supervision from the Finance Manager. While consultation with the Finance Manager is required, the incumbent independently provides a broad range of advice concerning the school's financial position and systems and liaises widely with the University community.

The position works closely on a day to day basis with the School Manager, Department Managers/Scientific Operations Managers and Chief Investigators. The position is expected to assume responsibility for the time management and prioritisation of tasks on a day to day basis referring matters outside of standard policy and procedure to the Finance Manager as required. The appointee is also expected to initiate recommendations and actions which would improve the functions of his/her areas of responsibility.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to be accountable and to apply a significant level of judgement in carrying out the roles and responsibilities of the position by identifying problems, implementing solutions, developing innovative processes and systems and delivering high level advice, while operating at all times within University, Faculty and School policies.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ▶ The position operates in a complex environment and is expected to utilise knowledge of the processes required to ensure the efficient functioning of the budgeting and financial management of the School.
- ▶ Detailed knowledge of grant/research agreements and finance policies and the interrelationships between a range of policies and activities.
- ▶ An understanding of the methods of operation of large organisations.
- ▶ A very good understanding of the administrative structure of the School and the Faculty.
- ▶ A thorough understanding of the University's finance, student and HR systems and supporting enterprise systems.

- ▶ A comprehensive understanding of University policies, procedures and regulations and their interrelationships.

### 3.4 BREADTH OF THE POSITION

The position liaises with a broad spectrum of academic and professional staff within the school and Faculty, and with a number of people in the wider University. The nature of these interactions includes co-ordinating with other staff to achieve defined financial and administrative objectives, and providing advice and services to the leadership of the school and Faculty.

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

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 & 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 2013 gross revenue was in excess of \$550M. Nearly 50% of this income relates to research activities.

The Faculty has a student teaching load in excess of 7,500 equivalent full-time students including more than 1,000 research higher degree students. The Faculty has approximately 2,200 staff comprising 700 professional staff and 1,500 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>