

Position Description

Grants Advisor

Position No:	50144536
Business Unit:	Research Office
Division:	Deputy Vice Chancellor (Research & Industry Engagement)
Department:	Research Office
Classification Level:	HEO7
Employment Type:	Full time, Continuing
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

The Research Office supports La Trobe University researchers, senior executive academic leadership, and Central & Support Services to facilitate excellent research outcomes for the University. The office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. With seven highly competent teams, the office serves to facilitate interactions between La Trobe University researchers and external partners, such as funding bodies, industry, government, and regulatory authorities.

The Research Grants and Transformation Team in the Research Office oversees the development and administration of all competitive research grant funding, including Australian Research Council (ARC), National Health and Medical Research Council (NHMRC), Medical Research Future Fund (MRFF), Cooperative Research Centres, and other local and international schemes. The team works with researchers across all campuses of the University to provide advisory and administrative support through the entire life cycle of a grant.

The Grants Advisor is responsible for the development, submission and administration of Category 2-3 grant schemes. This position will lead the management of the grant lifecycle from pre-award inquiry and development to post-award project closure across the University for Category 2-3 grants. They will be the subject-matter expert on Category 2-3 grants and connect the Office of the Pro Vice Chancellor Industry Engagement and Alumni and Advancement Office to the work they are undertaking. In particular, the incumbent will lead and manage the Research Grants and Transformation Team's relationship with the Alumni and Advancement Office (AAO), developing a streamlined process between the two offices for the development and submission of grant applications to trusts and foundations.

This position will report to the Executive Grants Advisor (ARC, International and Philanthropic Grants).

Duties at this level will include:

- Applies theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one off problems, to develop innovative methodologies, to analyse a situation and propose new responses or solutions or to take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Performs tasks requiring the application of substantial theoretical and/or professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Provides consultancy advice to others. May be recognised within or outside a School/Division/Department or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
- Independently monitors, reviews and develops procedures in own functional area.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
Using the Research Professional database and PRIME, systematically identify and promote a diverse range of grant funding opportunities to researchers across the University.
- Provide high-level review, advice and management of Category 2-3 grants for the whole of the grant life cycle.
- Working closely with School Associate Deans (Research and Industry Engagement) to target and develop a pipeline for Category 2-3 grant submissions.

- Manage and further build the relationship between the Alumni and Advancement Office and the Research Office by streamlining and developing processes for submissions to trusts and foundations and ensuring a system is maintained for the recording and reporting of this research income.
- Support the Senior Grants Advisors in the implementation of the major grants (ARC and NHMRC) development support program and case manage all expressions of interest allocated to them from idea to submission.
- Deliver workshops and seminars to inform researchers about funding opportunities as well as develop a web presence for Category 2-3 grants and publish both pre- and post-award processes for La Trobe researchers to access.
- Working closely with the Research Performance team, prepare and analyse research metrics with particular attention to Category 2-3 applications and outcomes to better inform the progress of the La Trobe University 2020-2030 Strategic Plan.
- Help develop junior staff by providing on the job training and actively contribute to professional development activities organised by the Research Office. Be a member of the Australasian Research Management Society and contribute to their events and undertake accreditation.

Essential Criteria

Skills and knowledge required for the position

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Experience in dealing with research contracts and agreements and working with external stakeholders to manage expectations.
- Working knowledge of public and private research funding trends within Australia and internationally.
- Excellent written and verbal communication skills, including the ability to transfer clear and concise information to stakeholders, and the ability to present workshops or facilitate discussion.
- High level of proficiency in computer software packages, including word processing, spreadsheets and databases

Capabilities required to be successful in the position

- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.
- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

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Initials: Date: