

Position Description

Senior Officer Research Funding



Faculty/Portfolio	Faculty of Business and Law
School/Centre	Research Services
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Melbourne Burwood Campus
Classification	HEW 6
Reporting Line	Manager, Research Services

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in India, China and Indonesia.

WHY WORK FOR OUR UNIVERSITY?

[Faculty of Business
and Law](#)

[Benefits of working
at Deakin](#)

[Deakin's Strategic
Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The Faculty of Business and Law prepares graduates for careers of the future. We harness emerging technologies to facilitate innovative, borderless, socially responsible and personalised education. Our research informs our practice and impacts the communities with whom we engage.

The Senior Officer, Research Funding supports the strategic development and coordination of Faculty processes regarding research funding applications and administration. This includes supporting and implementing Faculty-wide strategies to identify funding opportunities and improve funding application outcomes, as well as continuously reviewing and improving processes to support these strategies. The position provides high-level support to researchers in preparing, reviewing and submitting research funding applications and undertakes analysis of research performance in the Faculty to contribute to continuous improvement.

Key Relationships:

Internal	This position reports to the Manager, Research Services and works closely with the Research Funding and Development Coordinator, Associate Dean (Research), Dept/School Heads and Directors of Research and Directors of Faculty Themes and Research Centres. The position requires regular interaction with researchers. The position will liaise with staff involved with engagement and partnerships in Business and Law. In addition, the position liaises with staff across the University, in particular with Deakin Research and Deakin Research Innovation.
External	The position will develop relationships with external bodies including local, national and international industry, commercial, philanthropic, private and government organisations which provide research funding, as well as other universities and regulatory bodies.

PRIMARY RESPONSIBILITIES

- Work with internal and external stakeholders to identify or proactively scope out research funding opportunities, and communicate these opportunities to relevant researchers.
- Support researchers in planning and preparing research funding applications.
- Support and implement Faculty-wide processes around all facets of research funding applications, including budget development, and support all researchers in the Faculty to understand and follow these processes.
- Provide advice to researchers on complying with funding body rules and University policies and processes.
- Assist the Faculty in assessing research funding applications and making go/no go decisions, and provide analysis that supports this assessment.
- Support and implement strategies for increasing external research funding, and evaluate the effectiveness of these.
- Support and implement strategies for increasing the extent, value and impact of our research engagement including support for Theme Directors and Research Centre activities
- Reporting on the outcomes of research funding and engagement initiatives

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future. You will also display diligence, have great resolve, and be strongly focused on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- A relevant postgraduate research qualification (PhD or Masters) or an equivalent combination of relevant experience and /or education and training.
- Extensive experience in supporting the preparation of research grants and funding applications within the tertiary sector and preferably in relevant disciplines.
- Demonstrated understanding of the National Competitive Grant schemes and the research funding environment more generally.
- Experience in construction of research project budgets.
- Demonstrated high level interpersonal and written communication skills, with an emphasis on the ability to write persuasively, succinctly and accurately.

Capabilities and Personal Attributes:

- **Navigating Complexity:** Proactively and quickly making sense of complex issues; responding effectively to difficult and ambiguous situations.
- **Environmental Scanning:** Seeks emerging trends; identifies issues within field of expertise and University context.
- **Analysis and problem solving:** Sources relevant information; identifies problems and offers sustainable practical solutions.
- **Continuous improvement:** Proactively improves the efficiency and quality of existing processes and systems.
- **Building Networks and Partnerships:** Identifies and invests in relationships essential for growth and positive outcomes.
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders.

SPECIAL REQUIREMENTS

- Travel to other campuses of the University will be required on a regular basis.
- A commitment to ensuring the confidentiality of the sensitive nature of information to which the position may have access.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.