



## POSITION DESCRIPTION

---

<b>Position:</b>	<b>2273 Research Funding Officer</b>
<b>Work Area:</b>	Office of Research
<b>Classification:</b>	Level 7
<b>Supervisor:</b>	819 Manager, Research Funding

---

### VISION

To become Australia's premier regional university.

### MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

### VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

### OVERVIEW OF THE OFFICE OF RESEARCH

The Office of Research provides research services and works towards achieving UniSC's research plan that aims to establish the university as an international research leader in targeted fields of endeavour. To support this achievement, the Office of Research provides oversight of strategy and planning, as well as offering a range of administrative and development services in three key areas:

- Research funding, commercialisation, and industry engagement
- Research ethics and integrity
- Research performance information

The Office of Research strives to drive a culture of diversity, integrity and professionalism as the external face of research at UniSC.



### **PRIMARY OBJECTIVES OF THE POSITION**

1. Develop and implement strategies to grow and support research partnerships and contracted research funding in partnership with UniSC researchers.
2. Facilitate UniSC researchers to build and maintain research partnerships and leverage mutual opportunities for funding into research applications and proposals (industry, international, government, NGO and sponsored).

### **NATURE AND SCOPE OF POSITION**

Under the broad direction of the Manager, Research Funding, the Research Funding Officer (RFO) is responsible for providing strategic advice and support to researchers in the identification and dissemination of external funding opportunities, and all facets of research development and research management. The RFO assists with the planning and staging of professional development programs on funding opportunities for the research community and provides expert support in the preparation and submission of externally funded research submissions.

### **KEY ACCOUNTABILITIES OF THE POSITION**

1. Act as the subject matter expert to the research community in identifying and disseminating externally funded research opportunities.
2. Lead and manage the submission of externally funded research applications (with a focus on ARC) including facilitation of quality assurance, interpretation of funding scheme guidelines, relevant external legislation, identifying and mitigating risks and pre-submission compliance review.
3. Liaise with a wide range of internal and external stakeholders to coordinate externally funded research proposal development, including preliminary budgeting.
4. Provide a handover briefing and specialist advice to research legal for the research contract review of awarded competitive research funding submissions and research contracts.
5. Work with the Research Legal team and commercialisation advisor regarding commercialisation and intellectual property management issues resulting from research projects.
6. Identify, analyse and respond strategically to issues, trends and opportunities in relation to externally funded research opportunities.
7. Coordinate internal peer review panels and external peer review providers for major competitive round submission programs.
8. Develop and maintain knowledge of research expertise and capabilities of staff within a diverse portfolio of Schools, Institutes, and research centres at UniSC.
9. Manage timely and accurate research funding data and records to support decision making and reporting.
10. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.



### **KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY**

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Degree qualification in a relevant discipline and relevant experience within a university, research institute or government organisation with proven research development expertise, or an equivalent combination of relevant experience and/or education/training.
2. Strong communication and organisational skills including the ability to control and coordinate multiple complex projects.
3. A proven ability to work collaboratively and independently with both internal and external stakeholders.
4. Well-developed writing, editing and budgeting skills, including the ability to write/review coherent and persuasive proposals.
5. Ability to engage in a range of approaches to generate solutions, seeking organisational input and advice to apply innovative solutions.
6. Strong capacity to function as part of a team, including supporting other team members on a project-by-project basis.
7. Commitment to the provision of quality service, with demonstrated ability to provide user friendly, responsive client service.
8. High level of digital literacy.

### **Desirable**

9. Previous Research Management and Information Systems experience e.g., Research Master, is highly desirable.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

***UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.***