

SENIOR AWARDS OFFICER

DEPARTMENT/UNIT	Office of Research Grants and Development
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

The Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR) is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organizational and governance and structure is available at www.monash.edu/about/structure.

The mission of the Office of Research Grants and Development is to facilitate the University's research objectives and it does this through an active program of identifying and developing funding opportunities, providing active and timely assistance to researchers in the grant application process, administering awards and ensuring appropriate clearances.

POSITION PURPOSE

The **Senior Awards Officer** is a subject matter expert that will provide a range of advisory and administrative services related to effective delivery of services within an Application/Award specialism. This includes providing expert and informed advice to the Monash research community, and training and mentoring less experienced team members in the area of specialisation.

The Senior Awards Officer also provides high level support regarding complex Application/Award matters, projects, policy interpretation and advice and undertakes a variety of general administrative duties to meet the operational demands of the team.

Reporting Line: The position reports to Application/Award Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide strategic support to senior management, planning and working groups in relation to the area of specialisation
2. Co-ordinate the delivery of a specialist service, function or processes in accordance with University policies, procedures and strategic priorities
3. Providing high level support servicing complex matters within their area of specialisation, and is the first point of escalation for less experienced staff working within the area.
4. Provide specialist advice and reports for senior management drawing on up-to-date knowledge and experience of relevant policy, legislation and best practice principles in area of specialisation or technical expertise
5. Work collaboratively within the Application/Award team to support team goals.
6. Provide supervision, guidance and training to less experienced team members, including overseeing compliance with University policy and procedure and encouraging a strong customer focus
7. Co-ordinate a work environment of continuous review and improvement of business practices, operational processes and service provision
8. Undertake investigation, consultation, data analysis and benchmarking to keep abreast and report on emerging research administration/management issues in the area of specialisation and provide advice to support business decision-making
9. Develop high-quality documentation including papers, presentations, proposals, communications, briefings and strategies for a variety of audiences
10. Implement and contribute to projects, process review and development, complex matter processing or investigation, management decision-making, compliance and quality and performance reporting
11. Build and sustain partnerships and networks with other business units, functional areas, internal and external stakeholders, including contributing to projects and cross-functional initiatives
12. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated experience in research administration/management including provision of strategic advice, project coordination, reporting and consulting
3. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
4. Experience in staff training and mentoring, including the ability to motivate and develop staff to meet objectives
5. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders
6. Demonstrated analytical, research and problem solving skills and the ability to identify and recommend solutions to challenging issues
7. Well-developed interpersonal and communication skills with the ability to provide advice and effectively prepare and present complex information
8. Advanced computer literacy, particularly with current business management software packages and their various application capabilities

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.