

# POSITION DESCRIPTION

Research, Innovation and Commercialisation  
Chief Operating Officer Portfolio

## MRFF Senior Grants Officer

<b>POSITION NUMBER</b>	0045007
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 7 - \$93,935 - \$101,684 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term available until 14 February 2022
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Anne Coco Tel +61 3 8344 8265 Email <a href="mailto:anne.coco@unimelb.edu.au">anne.coco@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)

## 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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## RESEARCH, INNOVATION AND COMMERCIALISATION

RIC is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our academics, professional colleagues, industry partners, funding agencies and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve

research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Faculties and Chancellery. At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialized services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised, and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.

#### **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.

## ABOUT THE ROLE

### Position Purpose:

The Medical Research Future Fund is a substantial new injection of Federal funds to accelerate the translation of high quality research through to meaningful health improvements for Australians. The University of Melbourne is committed to providing outstanding professional support to its researchers and their clinical collaborators who are seeking to secure funding for high impact programs of work aligned with the MRFF goals.

This role has key responsibility for the co-ordination of the MRFF grant submission and post-award processes. This role serves as the key interface between the RIC MRFF Initiatives team and the RIC Health and Medical Grants team and hence has a dual line of report to the Director, MRFF Initiatives, and the Manager, Research Grants (Health and Medical). This role will be responsible for providing high quality grant support services for MRFF grant applications. This will include maintaining awareness of new MRFF funding opportunities, managing the interaction with the funding agency for designated MRFF schemes, and providing advice to researchers regarding questions of eligibility and funding rules. This role will manage the grant submission process, and post-award processes, including establishment of contracts and reporting. The position will work closely with other staff in the RIC Health and Medical Research Grants team, to ensure compliance with standard grant management processes and systems.

Responsibilities include the planning and overseeing of workflow, task completion, relationship management and provision of specialist advice on all aspects of grants management from oversight of applications processes and advice to applicants through to reporting. This will be undertaken in a team-based approach with the broader MRFF initiatives team and relevant Faculty research managers, who will be supporting bid development for specific research teams. This role will ensure that initial enquiries from researchers are connected through to strategic support from the MRFF initiatives team and are captured in the MRFF CRM pipeline to track progress.

Working as integral member of the MRFF Initiatives team, this role will also be instrumental in our initiatives to better prepare researchers for upcoming MRFF rounds. This will include training sessions, FAQ material and timely dissemination of consolidated guidance from funding agencies. You will play a key role in meeting our objectives to: maximise the awareness of researchers of MRFF funding opportunities as soon as possible; connect interested researchers to tailored strategic advice and support; and maximise the number and quality of applications in any given funding round.

The role will work closely with other resources across RIC, Faculties, Chancellery and the University more broadly. The position will have a predominant focus on Medical Research Future Fund (MRFF) sponsored grants but may from time to time be required to work on other related activities as directed.

To be successful in this role you will be passionate about supporting research, continuous improvement and innovation with a proven record of influencing and engaging others with your leadership skills. Your strong customer centric focus will ensure you build strong working relationships.

Reporting line: Senior Grants Officer MRFF

No. of direct reports: 1

No. of indirect reports: 0

Direct budget accountability: Nil

### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: Academic Divisions, COO Portfolio, Chancellery, external funding agencies.

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Management and coordination of pre-award planning and preparation including the review, submission and acceptance of grants and post-award compliance oversight in concert with the RIC Health and Medical Grants team and RIC MRFF Initiatives team, and in cooperation with Academic Divisions, University Services (Finance and employee Services), Chancellery and external funding agencies.
- Provision of pre and post award grant support for all MRFF schemes
- Establishment and maintenance of excellent relationships with senior program managers in relevant research funding agencies and administrative bodies involved in the delivery of MRFF schemes.
- Provision of administrative and strategic support to the Director of MRFF Initiatives and Manager Research Grants (Health and Medical).
- Maintain awareness of all new MRFF funding opportunities as announced, and support rapid internal communications.

- Development of a detailed understanding of the funding guidelines for each MRFF scheme, and provision of high-quality advice to applicants, including questions of eligibility; seeking clarification from the funding agencies where necessary.
- Identification of information and other needs of researchers, and providing high quality advice, building strong links with academic mentors (such as Associate Deans – Research within Academic Divisions and Research Managers), organising and participating in training and information seminars for researchers and organising workshops, special programs, targeted services and other development activities
- Accurate and complete entry of research grants data to enable accurate reporting and analysis of the University's performance
- Assistance with the provision of reporting to senior management of the University of grant performance.
- Provision of high-quality advice on strategic and case-specific matters relating to grant seeking and administration, and performance in relation to grants
- Coordination of all post-award matters, including establishment of contracts
- Coordination of communication between funding bodies and researchers ensuring timely reporting to grant progress and final reports to funding bodies
- Contribution to business improvement initiatives led by the MRFF Initiatives team, particularly those designed to maximise responsiveness to open schemes, and proactive approaches to improve application quality.

### **Selection Criteria:**

#### **Education/Qualifications**

1. The appointee will have Graduate qualifications in a relevant discipline and/or equivalent mix of education and relevant experience

#### **Knowledge and skills:**

2. Expert knowledge of grant funding programs and funding rules including grants management across the life-cycle (pre and post award)
3. Strong communication skills.
4. Demonstrated experience in providing successful service-oriented administration of complex programs
5. Expert planning and organisation skills, especially in the successful coordination of organisation-wide participation in high prestige and high volume application grant schemes
6. High level of initiative including a commitment to continuous improvement, efficiency and efficacy
7. Demonstrated leadership and communication skills
8. Proven ability to thrive in a changing and fast-paced environment
9. Extensive experience and management expertise

Desirable:

10. Grant writing experience
11. Experience in coordinating large programs within a tertiary education environment, research institute or funding agency
12. Presentation skills to large audiences
13. Experience in reviewing and negotiating complex grant agreements

**Other job related information:**

During peak periods, leave will not normally be approved and additional work outside of normal business hours may be required