

Position Description

Team Leader, Research Grants



Details

Faculty or Portfolio	Office of the Deputy Vice-Chancellor Research
Division or School or Institute / Team	Deakin Research
Employment	Full-time (36.75 hours per week) and fixed term until April 2024
Location	Geelong Waurun Ponds Campus
Classification	HEW 8
Manager	Pro Vice-Chancellor, Research Strategy and Performance

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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Overview

The Team Leader, Research Grants is responsible for solving complex issues associated with successful grant applications and negotiating mutually agreeable solutions with funding bodies, partner organisations and researchers as well as managing complex contracts, from drafting to execution. The Team Leader is also responsible for the management and coordination of all competitive research grant pre- and post-award administration processes associated with the life cycle of grants and fellowships, including coordinating the activities of the team reporting to this position. Typical duties include interpreting funding rules and eligibility criteria particularly regarding the NHMRC and MRFF grant rounds, including the provision of high level grantsmanship advice on the content of applications to ensure the preparation of high calibre grant applications in order to contribute to the improvement of the University's application success rate. This role includes overseeing the recording and updating of pertinent information on the University's research database and document management systems to ensure high levels of data integrity and accuracy of research income and research grant information.

The Team Leader will maintain a very high level of expertise in at least one major Australian competitive funding source and its schemes (NHMRC-MRFF) and co-ordinate services to and liaison with the relevant funding body on behalf of the University.

Responsibilities

- Contract management for complex research grant contracts, from drafting to execution, including negotiating contracts NHMRC and MRFF competitive research grant application review and submission
- Maintain a very high level of expertise in at least one major Australian competitive funding sources and its schemes (NHMRC-MRFF) and co-ordinate services to and liaison with the relevant funding body on behalf of the University
- Minimise the University's exposure to risk by managing all operational aspects of Deakin-Research Grants unit including pre-award, contractual and post-award processes for this position's client group
- Develop and maintain a high level of understanding of the broader Australian and international research environment
- Oversee communications with the designated client group regarding the implementation of the University's strategic research priorities as well as funding opportunities. Manage the engagement with key external stakeholders including funding agencies and industry partners
- Identify and instigate improvement opportunities for pre and post award processes, liaising with other units across the University as required in order to streamline processes and enhance cross-University collaboration.
- Develop and deliver appropriate information sessions for researchers on the preparation of applications and the management of projects
- Manage the post award processes associated with successful or transferred Awards so the contractual requirements of respective funding bodies are met in a timely manner, data collection and reporting of these activities is accurate and the University's reputation with external funding bodies is protected and enhanced
- Provide high level advice and support to the Deakin Research senior leadership team on how to support Divisional strategies to increase University competitive grants research income, and to University research leaders on implementing initiatives relationships to effect institutional change whilst ensuring high levels of customer satisfaction
- Take personal responsibility for meeting objectives and progressing work. Show initiative and proactively step in and do what is required. Commit energy and drive to see that goals are achieved.
- Support and guide others in managing stress, role model optimism in times of change and strive for balance in behaviour in terms of inclusivity, sustainability and excellence
- Establish systems and procedures to guide work and track progress and strive for excellence and continually evaluate progress and effectively overcomes barriers to achieve outcomes
- Develop a network of useful contacts within Deakin and integrate perspectives held within different areas of the University and puts plans in place to build collaboration and develop common goals

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- Use understanding of the client context to anticipate needs, tailor services, improve service offering and ensure a high-quality outcome by addressing client feedback and setting service standards
- Proactively create, establish and retain professional networks, mutually beneficial relationships and considers practical application and alignment within Deakin
- Navigate appropriate course of action, gain agreement on preferred approach and prepare advice (information, materials and recommendations) to meet specific stakeholder style and requirements
- Act as a coach and work with team members to facilitate growth and development by giving balanced, constructive feedback considering individual capability and team performance, in alignment with Deakin's code of conduct and core university strategies and policies that promote a safe, sustainable and productive working environment.

Relationships

- *Internal relationships:*
 - All areas of Deakin Research including the Senior Leadership Team; Deans, Associate Deans Research and Research Leaders of Strategic Research Centres; Academics across all Faculties, Institutes and Schools; Research Managers and support staff across all Faculties, Institutes and Schools; Finance; University Office of General Counsel
- *External relationships:*
 - The National Health and Medical Research Council (NHMRC), which includes funding from the Medical Research Future Fund (MRFF); Additional state, national and international external funding bodies including government agencies; Other Australian University Research Offices; International University Research Offices or equivalent; Key industry Partner Organisations

Selection

Qualifications and experience

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- Extensive experience and management expertise; or
- An equivalent combination of relevant experience and/or education/training.
- A high level knowledge and understanding of the Australian research environment and a solid understanding of the international research context
- Experience managing complex research contracts, including drafting and negotiating contracts
- Experience interpreting funding rules, guidelines, policies and procedures and providing high level advice to clients
- Experience in managing the administration of research grants (pre and post-award) in a busy service environment
- Experience in the use of research databases and a high level of competence in standard office computing applications including document management systems
- Experience in staff supervision and management

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Capabilities

1. **Navigating Complexity:** Proactively and quickly making sense of complex issues; responding effectively to difficult and ambiguous situations
2. **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
3. **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions
4. **Leading Teams:** Uses appropriate methods to support, develop, motivate, and guide the team to achieve successful outcomes
5. **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
6. **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders

Special Requirements

- Infrequent work outside business hours is required (e.g., working extra hours outside regular business hours during busy application periods as required)
- Working with Children Check (refer to Recruitment Procedure)

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.