

POSITION DESCRIPTION

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Senior Grants Officer (Research Grant and Contract Services)

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| POSITION NUMBER | 0045712 |
| PROFESSIONAL CLASSIFICATION STANDARD/SALARY | UOM 7 - \$96,002 - \$103,921 per annum (pro rata for part-time) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Full Time (1 FTE) |
| BASIS OF EMPLOYMENT | Continuing |
| HOW TO APPLY | Go to http://about.unimelb.edu.au/careers , 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. |
| CONTACT FOR ENQUIRIES ONLY | David Robson Tel 0429 088 738 Email David.robson@unimelb.edu.au <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

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, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six 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
- Chief Finance Officer
- Legal and Risk
- Operational Performance Group
- 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 innovation mission working closely with our academic and professional colleagues, industry partners, funding 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 Academic Divisions and Chancellery. At a high level our capabilities include:

- Proposal funding submission and post-award support including contracts and research accounting for a wide range of funders. Specialized services for larger schemes such as NHMRC, ARC, MRFF, CRCs, Breakthrough Victoria Fund and certain international programs.
- Business development, intellectual property management and knowledge transfer mechanisms in partnership with industry and the investment community
- Strategic relationship development with Industry partners, including Innovation Precincts
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Professional 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

This Senior Grants Officer (in Research Grant and Contract Services, RGCS) will provide efficient and effective pre-and-post award support for research grants, as well as assisting researchers and the University to meet obligations to research sponsors and collaborators. This is a 'rover' role within RGCS, so the Senior Grants Officer will need to work across several teams in RGCS.

The Senior Grants Officer will take a pro-active approach to innovate and develop diverse research income streams to help drive income growth. This may include support for international grants and all types of domestic grants. The role leads the provision of high-quality research support services, including educational and development activities such as seminars and workshops, co-ordination of grant schemes, income/application pipeline monitoring and tracking, strategic and eligibility reviews on grant applications. Funding schemes supported may include both large volume proposal rounds and high value collaborative research initiatives across the University of Melbourne and partner institutions.

Primary focus on pre-award: The Senior Grants Officer will organise pre-award planning and support of submissions to funding schemes, supporting, influencing and helping academics to submit high quality grant proposals. The role is responsible for reviewing and submitting research proposals to a range of funding schemes up to and including notifying academics of grant outcomes. The role oversees Grants Officers during peak periods to ensure the smooth co-ordination of the scheme.

Post-award: While the primary focus of the Senior Grants Officer in this role is pre-award, the Senior Grants Officer may have to work on post-award administration of research funding, depending on work volumes. This includes the negotiation and acceptance of funding contracts, contract variations and the completion of various reports. The Senior Grants Officer will provide a high level of pro-active service to researchers to ensure timely and efficient resolution of post-award matters.

Reporting line: currently Director, RGCS

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: * Academic Divisions, University Services, Chancellery

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:

Pre-Award (primary focus):

- Management and coordination of pre-award planning and preparation including the review and submission of funding proposals in cooperation with Academic Divisions, University Services (Finance and Employee Services), Chancellery Research and Enterprise and external funding agencies
- Coordination of pre-award support for all funding schemes managed, including pipeline tracking and maintenance, delivery of seminars and workshops, scheme co-ordination and communication, advising on successful outcomes, analysis of results
- Contribution to pre-award planning and preparation including the review, submission and acceptance of grants in cooperation with Academic Divisions, University Services (Finance and employee Services), Chancellery Research and Enterprise and external funding agencies
- Developing sound relationships with external funders and building depth of knowledge in funding schemes

Post-award (secondary focus):

- Management and coordination of post-award compliance in cooperation with Academic Divisions, University Services (Finance and employee Services), Chancellery Research and Enterprise
- Coordination of post award grant support for all grant schemes managed
- Acceptance of research funding and post-award compliance oversight of grants in cooperation with Academic Divisions, University Services (Finance and employee Services), Chancellery Research and Enterprise and external funding agencies.
- Coordinating communication between research funders and researchers to ensure timely reporting on grant progress and final reports to funding bodies

Overall

- Establishment and maintenance of excellent relationships with Academic Division staff, senior program managers in relevant research agencies and other internal and external stakeholders
- Provide strategic and technical advice to academic researchers and Academic Division research administrators

- Identification of information and other needs of researchers (including graduate researchers where relevant) and providing high quality advice, organising and facilitating training and information seminars for researchers and organising workshops, special programs, targeted services and other development activities
- Accurate and complete entry of research data into the University's research management system and financial system to enable accurate reporting and analysis of the University's performance
- Assistance with the provision of reporting to senior management of the University
- Provision of high-quality advice to Chancellery Research and Enterprise, Executive Director (Research, Innovation and Commercialisation), Director, Research Grant and Contract Services and their Funder Lead/Contract Lead
- Other duties as deemed appropriate by their supervisor

Selection Criteria:

Education/Qualifications

1. The appointee will have: Completion of a tertiary degree and/or relevant work-related experience or equivalent combination of relevant experience and/or education/training.

Knowledge and skills:

2. Demonstrate the values of University First by acting in the best interest of the University; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace
3. Expert knowledge of research funding programs and funding rules including research management across the life-cycle (both pre- and post-award); or, demonstrated experience in assisting to deliver income growth targets in complex organisations using external funding mechanisms
4. Proven ability to develop strong relationships across a wide variety of stakeholders, for example, executive level staff (Chancellery Research and Enterprise), senior researchers, faculty research administrators, external sponsors, and industry partners
5. Expert planning and organisational skills, especially in the successful coordination of organisation-wide participation (both pre and post award) in high prestige research funding schemes; or, expert planning and organisational skills in the design and delivery of sponsored programs
6. Excellent written and verbal communication skills, including the ability to communicate effectively with stakeholders, and demonstrated ability to translate complex ideas into plain language that can be understood by a wide audience
7. High level of initiative and flexibility including a commitment to continuous improvement, efficiency and efficacy
8. Proven ability to thrive in a changing and fast-paced environment

Desirable:

9. Experience in coordinating research funding programs within a tertiary education environment, research institute or funding agency
10. Presentation skills to large audiences

Other job related information:

Will be required to work outside of hours on occasion.

Flexibility required to work across several operational teams.

While the University of Melbourne will consider Flexible Working Arrangements, this role will be located on our Parkville campus.