

**POSITION DESCRIPTION**  
**Research Grants Officer**  
**Research Engagement and Grants Team**

<b>Position Title</b>	<b>Research Grants Officer</b>		
<b>Division</b>	<b>Research Engagement and Grants Team, Mater Research</b>		
<b>Position Purpose</b>	<p>The Research Grants Officer assists in the provision of high-quality services to Mater's research community towards successfully navigating the full grant life cycle of internal and external grant funding. They assist researchers with grant related queries relating to both pre- and post-award funding processes. The position will have primary responsibility for managing internal grant scheme funding rounds including engagement with Mater Foundation in relation to these schemes. They will undertake data analytics to inform Executive and Program Leadership about Mater Research performance, specifically relating to research funding income and academic outputs.</p> <p>Key outcomes for the role are provision of high-quality support services and data analytics for the increasing number of successful and diverse research grants in Mater Research.</p>		
<b>Location</b>	South Brisbane and the Translational Research Institute.		
<b>Occupational Category and Level</b>	Research Professional Level 6/7		
<b>Reporting Relationship</b>	Reports to Research Engagement and Grants Manager		
<b>Review Date</b>	13 January 2020		
<b>Next Review Due</b>	13 January 2021		
<b>Staff Member</b>		<b>Signature</b>	<b>Date</b>
<b>Direct Supervisor</b>		<b>Signature</b>	<b>Date</b>

## 1. OVERVIEW

### **Mater Group**

As a Catholic not-for-profit ministry of Mercy Partners, Mater Group is committed to meeting the healthcare needs of our community through an integrated approach to our health education and research services, which is focused on delivering the highest quality care for our patients. For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community.

Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. Mater Group comprises Mater Health, Mater Education, Mater Research and Mater Foundation.

**Values:** *We value care, mercy, dignity, quality and commitment.*

### **Mater Research**

Mater Research (MR) is a world-class institute that is committed to conduct, enable and translate clinically relevant health research. With more than 300 laboratory and clinical researchers working across Mater's hospitals and the world-class Translational Research Institute (TRI), Mater Research is committed to working closely with Mater Health, Mater Education and our growing network of partners to turn scientific discovery into the best possible treatment, care, and outcomes for patients and our broader community.

Our teams conduct outstanding research into:

- Cancer
- Chronic and Integrated Care
- Mothers' and Babies
- Neurosciences
- Health Care Delivery & Implementation

### **Mater Research Institute – The University of Queensland**

MRI-UQ is an alliance between Mater Research and UQ, providing strategic benefits to both partners. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. Mater Research employees, through an affiliation to MRI-UQ have access to world-class research infrastructure and systems.

### **Translational Research Institute (TRI)**

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Frazer Institute (UQFI), Queensland University of Technology (QUT), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

## 1. HOURS

This is a full-time appointment. Working hours are mutually agreed with one's supervisor.

## 2. PURPOSE OF POSITION

The Research Grants Officer assists in the provision of high-quality services to Mater's research community for the full grant life cycle of internal and external grant funding. They will assist researchers with grant-related queries relating to both pre- and post-award funding processes. The position will have primary responsibility for managing internal grant scheme funding rounds including engagement with Mater Foundation. They will undertake data analytics to inform Executive and Program Leadership with respect to Mater Research performance, specifically relating to research funding income and academic outputs.

Key outcomes for the role are the provision of high-quality support services and data analytics for the increasing number of successful and diverse research grants in Mater Research.

## 3. POSITION DESCRIPTION

### 3.1. Research Grant Funding

- Provide support to the full grant cycle of External grants including;
  - Respond to pre- and post-award queries,
  - Understand and advise researchers on eligibility for grant schemes,
  - Liaise with University of Queensland Research Office to assist with the progression of the submission of high-quality grant applications
  - Manage the internal Grants database
  - Maintain up-to-date knowledge of the external grant funding environment.
  - Arrange the set up of Cost Centres for successful grant award
- Manage Internal grant scheme funding rounds through the grant life cycle: from application through to award and post-award milestones reporting.
- Organise Internal grant scheme Review Panels in liaison with Senior Mater Research Staff.

### 3.2. Reporting and Metrics

- Complete research data analytics and metric gathering across various systems and sources (internal and external) for the preparation of reports that provide Organisational performance information to the Mater Research Executive and Research Program Leaders.
- Maintain the Mater Research Publications Library and provide metric reporting based on this information.
- Maintain up-to-date knowledge of current research metric systems and accepted global standards in research impact and performance metrics.
- Advise researchers on collating and analysing their personal academic research metrics.

### 3.3. Collaboration and Communication

- Monitor and respond to communications sent to the Research Grants email inbox. Action all communications that are delegated from this inbox with support from the Research Engagement and Grants Manager
- Work collaboratively within the Research Engagement and Grants Team to deliver all Team functions to the highest quality and in a timely manner, ensuring that Research Engagement and Grant activities occur seamlessly and without duplication, particularly during periods of high workload.
- Understand confidentiality requirements and intellectual property declaration risks in research communication forums and meetings and identify and communicate any situations of potential risk to the Research Engagement and Grants Manager.
- Support the Research Engagement and Grants Manager to ensure policies, procedures and work instructions related to the duties of the Engagement and Grants Team are current and fit for purpose.
- Work seamlessly with The University of Queensland's Faculty of Medicine colleagues involved in grants administration.
- Promote awareness of research support services provided by the Research Engagement and Grants Team and UQ Research Office.

#### **4. PRIMARY DELEGATIONS AND ACCOUNTABILITIES**

- The position is accountable to the Research Engagement and Grants Manager.

#### **5. INTELLECTUAL PROPERTY**

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

#### **6. SELECTION CRITERIA**

##### **Qualifications**

###### *Essential*

- Education, training and/or relevant experience equivalent to completion of a degree, in conjunction with at least four years' relevant experience preferably in research administration or statistics

##### **Knowledge and Skills**

###### *Essential*

- Experience and in-depth current knowledge of the research funding environment and research administration, including the ability to interpret policies and procedures in relation to research funding.
- Ability to analyse a variety of complex data sets and subsequently develop reports that effectively communicate this information.
- Demonstrated highly developed administrative skills, including high-level proficiency in the use of MS Office suite, and demonstrated practical experience with maintaining electronic databases.
- Excellent organisational skills and an ability to interact across multiple functional areas.
- Demonstrated ability to learn new IT systems, including website and/or systems management
- Highly developed customer service skills and the ability to provide effective support that promotes the development of self-help skills.

##### **Experience**

###### *Essential*

- Experience in relevant areas of administration in the research and higher education sectors.
- Demonstrated ability to work effectively in a team and to establish work priorities, set realistic goals and meet deadlines.
- Understanding of standard research performance repositories and metric calculation tools such as Scopus, SciVal and Publons, including an understanding of the metric outputs and significance.
- Competency in health and medical research terminology and an ability to communicate meaningfully about health-related research.

#### **7. REVIEW**

The position will be subject to mutual review on an annual basis, and the incumbent will engage in an annual performance review.