



# ASSISTANT GRANTS OFFICER (CASUAL)

DEPARTMENT/UNIT	Office of the Pro Vice-Chancellor (Research)
FACULTY/DIVISION	Provost & Senior Vice-President / Monash Research Office
CLASSIFICATION	HEW Level 5
WORK LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the university's academic strategy and priorities with view to improving the education and research performance of the university; oversight of faculties, academic related portfolios and university-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

The **Vice-Provost (Research)** makes a significant contribution to the University's commitment to excellence and diversity and provides strategic leadership in the advancement and success of the University's research endeavours. Responsibilities include enhancement of the University's research performance; ensuring responsible research practice, integrity and compliance with the *Australian Code for the Responsible Conduct of Research*; delivering on the relevant components of the research strategy; and proactively responding to changes in government policy relating to research activities.

The mission of the **Monash Research Office (MRO)** is to facilitate the University's research objectives and it does this through an active program of identifying funding opportunities, providing active and timely assistance to researchers in the grant application process, administering awards and ensuring appropriate clearances are obtained. To learn more about us and the work we do, [please visit our website](#).

## POSITION PURPOSE

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Casual *Assistant Grants Officers* work within the MRO, Medical and Health Sciences Team, to deliver high quality services to researchers across Monash University, who are preparing applications to the National Health and Medical Research Council (NHMRC)—a major national research funder.

**Reporting Line:** The position reports to Manager, Medical and Health Sciences team and will also take direction from the Senior Grants Officer of the team under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Assist with the pre-submission processes for grant applications, including ensuring applications are prepared in accordance with funding organisation requirements and providing relevant feedback to researchers
2. Follow established procedures to ensure timely, efficient, consistent & quality processes are maintained
3. Liaise closely with, and respond to queries from, researchers and research administrators about grant application matters
4. Record grant application review and submission activity in the University's research management information system (Pure), as well as in other related systems

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A completion of a degree without subsequent relevant work experience; or
  - completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or
  - completion of a diploma qualification and at least two years' subsequent relevant work experience; or
  - completion of a Certificate IV and extensive relevant work experience; or
  - completion of a post-trades certificate and extensive (typically more than two years') relevant experience as a technician; or
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. Excellent organisational skills, the ability to prioritise tasks, and the ability to anticipate future requirements
3. Well-developed problem solving skills and initiative
4. Excellent written and oral communication skills, as well as demonstrated customer service skills in liaising with stakeholders at a variety of levels
5. Ability to work under pressure while maintaining strong attention to detail
6. A demonstrated ability to work independently as well as part of a team
7. Proficiency in, but not limited to: Word, Excel, Chrome, Adobe Acrobat
8. Ability to maintain a high level of confidentiality
9. Familiarity with NHMRC funding opportunities would be an advantage

## OTHER JOB RELATED INFORMATION

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- 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

## LEGAL COMPLIANCE

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.