



GRANTS OFFICER

DEPARTMENT/UNIT	Office of the Pro Vice-Chancellor (Research)
FACULTY/DIVISION	Provost & Senior Vice-President / Monash Research Office
CLASSIFICATION	HEW Level 6
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

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.

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

POSITION PURPOSE

The Grants Officer is responsible for providing an exceptional service to the Monash research community by supporting all aspects of research grant administration for research grants/contracts across their lifecycle (Application through to Award completion).

Reporting Line: The position reports to the Senior Grants Officer of the relevant Team under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Coordinate and deliver timely and efficiently the pre-award administration process for the relevant grants team in the Monash Research Office. Deal with submission of grant applications to funding organisations in accordance with granting body requirements and specified timelines
2. Provide timely and efficient support for the post-award function for the relevant team, including setting up of grant accounts, doing variations, grant transfers and carry-forward of unspent or uncommitted funds
3. Undertake research, analyse information, investigate options, devise solutions and provide advice on a range of complex issues in relation to contracts, funding schemes, active grants, application information or award matters
4. Determine if research activities and income, in particular with research contracts can be classified as research based on the Higher Education Data Collection (HERDC) specification
5. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of policies, processes and system
6. Maintain, monitor and enhance existing systems and processes to ensure compliance with contractual requirements of granting bodies
7. Liaise closely with researchers, research administrators and with faculties, divisions and business units across the University in relation to award administration matters and ensure conditions of grant or acceptance of grant is approved and signed off by the relevant authority in accordance with specified timelines
8. Ensure satisfactory progress reports and final reports are submitted to the granting body by the specified deadline in the funding rules/schedule
9. Maintain, monitor and update accurate grant administration and research information records through the use of internal systems such as Pure, TRIM, Business Intelligence System and any new systems implemented
10. Assist in organising grants information workshops, seminars, briefings, and visits from funding bodies

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field with subsequent relevant experience in research administration; or
 - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent organisational skills with the ability to prioritise tasks, plan administrative tasks effectively, work to tight deadlines, anticipate future requirements, monitor and review procedures
3. Well-developed problem-solving skills plus a high degree of initiative, with proven ability to instigate and undertake tasks with minimum supervision or direction
4. A strong commitment to produce work of high quality

5. Excellent written and oral communication skills, including excellent attention to detail and demonstrated skills in liaising with staff and clients at all levels
6. Demonstrated ability to work independently as well as part of a team
7. High standard of proficiency in the use of software packages e.g. Word, Excel and Access and the ability to present information in a variety of formats including written, graphical and tabulated forms
8. Willingness to undertake additional projects and tasks as required
9. Knowledge of SAP, Research Master and funding opportunities databases would be an advantage

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- 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

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.