

Position Description

Assistant Grants Advisor

Position No:	NEW
Department:	Research Office
School:	Office of the Deputy Vice Chancellor Research
Campus/Location:	Bundoora
Classification:	Higher Education Officer Level 6 (HEO6)
Employment Type:	0.6FTE, 12 months Fixed-Term
Position Supervisor:	Manager, Grants
Number:	50099921
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Research Office – <http://latrobe.edu.au/research>

For enquiries only contact:

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Position Description

Assistant Grants Advisor

Position Context

The Grants team is one of the six teams in the research office and oversees the administration of all competitive research grant funding, including ARC, NHMRC, philanthropic, international and other schemes. The team works with researchers across all campuses of the University to develop, manage and coordinate the submission of research grant applications and provides substantial advice and assistance with accepting and establishing successful external grants at La Trobe University.

The Assistant Grants Advisor will report to the Grants Manager. The position will assist the Grants Team in the review, submission and management of research funding applications in order to enhance the University's performance in attracting competitive funding and ensure that the administrative and regulatory requirements of the granting bodies are met. The incumbent will use their experience of the research sector to advise researchers regarding funding rules, eligibility, research budgeting and the entire life-cycle of the grant for all categories of funding. Under the guidance of the senior members of the team, the position will work with senior executives and other professional departments at La Trobe University, to ensure grant submission according to University and funding body regulations. The position will also, with the support of the Team, lead the establishment of awarded grants and ensure grants are managed within funding body and industry partner regulations. They will work cross-functionally and possess skills and knowledge that enable them to contribute to other teams in the Research Office and to work with other teams in periods of varied workflow.

Duties include:

- Effectively manage the pre and post award workflows allocated by senior members of the team and independently resolve problems in a timely manner across all schemes at La Trobe University.
- Working closely with the senior team members help establish a pipeline for grant submissions at La Trobe University.
- Using funding databases such as Research Professional, assist La Trobe researchers to plan and apply for funding opportunities by assisting in the preparation and maintenance of a comprehensive grants calendar.
- Advise academic staff by interpreting funding rules and eligibility criteria and by assisting in the preparation and verification of budgets against research tasks.
- Critically read and edit grant proposals and liaise with applicants on revisions of applications.
- Identify and assist eligible researchers at La Trobe in the preparation and submission of applications for Prizes and Awards.
- Provide comprehensive post-award administration of grants, and manage the non- financial aspects of the University's research grant reporting obligations, including grant closure.
- Independently manage funding agreement variations to funding agencies on behalf of La Trobe researchers and advise researchers on scope changes, funding changes, key personnel changes, and reduction in investigator times devoted to the project or absence from the project. This will also include negotiations with partner organisations.
- Undertake data entry and generate reports from ResearchMaster to monitor reporting requirements and milestones to ensure effective management of grants and help coordinate the preparation of progress and final reports by interpreting complex rules and regulations and providing effective guidance around financial management of the grants.

- Develop procedure manuals in conjunction with other business units such as Research Finance, the Office of Industry Engagement, the Graduate Research School, Alumni and Advancement and the University Legal Office to monitor grant funding within regulations and ensure student and IP issues are clearly addressed within research contracts and donations and bequests are clearly identified for HERDC reporting.
- Develop web presence for successful grants by organising a successful grants library and working closely with Marketing and communications to draft announcements, analyse outcome statistics, and prepare reports for the Grants Manager on funding outcomes.
- In conjunction with the team, develop, maintain and update the grants webpage with up to date information on university submission processes and develop appropriate toolkits for researchers to write competitive grant applications.
- With assistance from the Research Performance team, develop reports to effectively manage and monitor data entry requirements of the grants team.
- Work collaboratively within the team and as a member of the Research Office to coordinate efficient and effective customer service delivery to researchers and administrative support staff in the University.

Key Selection Criteria include:

- A degree, with at least two years work experience in research and/or grants administration or an equivalent combination of relevant experience and/or education/training.
- Ability to work under pressure with high volume of applications and within time constraints of the grant application process.
- Ability to multi-task and move across grants schemes and organise and prioritise allocated work
- Experience in assisting researchers to obtain competitive grant funding and then managing grants for the entire life cycle.
- Working knowledge of public and private research funding trends within Australia and internationally.
- Excellent written and verbal English communication skills, including the ability to edit and proof read, and the ability to present workshops or facilitate discussion.
- Numeracy skills, in particular reviewing budget information.
- Excellent interpersonal skills, including the ability to develop high level working relationships to engage with a variety of internal and external stakeholders and. the capacity to work collaboratively and cooperatively in small teams.
- High level of proficiency in computer software packages, including word processing, spreadsheets and databases.
- Demonstrated ability to work both autonomously and co-operatively within a small team and with a wide range of stakeholders; including the flexibility to adapt to changing priorities and contribute to continuous improvement.
- Demonstrated organisation and problem solving skills, with an ability to manage several different projects concurrently.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND

- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials: Date: