

## Position Description

### Assistant Grants Advisor

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<b>Position No:</b>	50142304
<b>Business Unit:</b>	Research Office
<b>Division:</b>	Deputy Vice Chancellor (Research & Industry Engagement)
<b>Department:</b>	Research Office
<b>Classification Level:</b>	HEO6
<b>Employment Type:</b>	Fixed term, 12 month Maternity Cover
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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## **Position Context/Purpose**

**The Research Office** supports La Trobe University researchers, senior executive academic leadership, and Central & Support Services to facilitate excellent research outcomes for the University. The office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. With seven highly competent teams, the office serves to facilitate interactions between La Trobe University researchers and external partners, such as funding bodies, industry, government, and regulatory authorities.

**The Research Grants and Transformation Team** in the Research Office oversees the development and administration of all competitive research grant funding, including Australian Research Council (ARC), National Health and Medical Research Council (NHMRC), Medical Research Future Fund (MRFF), Cooperative Research Centres, and other local and international schemes. The team works with researchers across all campuses of the University to provide advisory and administrative support through the entire life cycle of a grant.

**The Assistant Grants Advisor** will provide efficient and effective pre- and post-award support for various external research grant schemes. This position is key to ensure that La Trobe University researchers are supported to meet their obligations to funding bodies and collaborators, and are assisted with university policies and processes while submitting external grants. The incumbent will proactively identify funding opportunities working with databases like Research Professional and will disseminate these opportunities in a timely manner to La Trobe researchers. They will interpret funding rules, develop research budgets and ensure that all external grant applications submitted by La Trobe University researchers are fully compliant. They will also work cross-functionally and contribute to other teams in the Research Office in periods of varied workflow.

This position will report to the Executive Grants Advisor (ARC, International and Philanthropic Grants).

### **Duties at this level will include:**

- Proactively identify external funding opportunities for La Trobe University researchers using funding databases such as Research Professional.
- Through the PRIME portal, assist researchers in identifying relevant funding opportunities and support them in submitting competitive submissions.
- Provide assistance to academic staff at La Trobe by interpreting funding rules, advising on eligibility criterion and assisting in the preparation and verification of budgets for research grants.
- Critically read and edit grant proposals, liaise with applicants on revisions of applications, and ensure the grant proposal is fully compliant with funding agency and university regulations.
- Lead the Grants Team's compliance and submission processes for individual grant opportunities.
- 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 and key personnel changes. This will also include negotiations with partner organisations.
- Undertake data entry and monitor PRIME for reporting milestones to ensure effective management of grants, as well as help coordinate the preparation of progress and final reports.
- 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 Legal Services to help monitor grant funding within funder regulations,

ensure student and IP issues are clearly addressed within research contracts, and ensure donations and bequests are clearly identified for HERDC reporting.

- Develop a web presence for successful grants by organising a successful grants library and working closely with the Marketing and Communications team to draft announcements, analyse outcome statistics, and prepare reports for the Director, Research Grant Development and Transformation on funding outcomes.
- In conjunction with the team, develop, maintain 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 and PRIME Support 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.

## **Essential Criteria**

### **Skills and knowledge required for the position:**

- A degree, with at least two years' work experience in research and/or research management, 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 grant schemes, and to organise and prioritise allocated work.
- Excellent written and verbal English communication skills, including the ability to edit and proofread, and the ability to present workshops or facilitate discussion.
- Australian Research Management Society accreditation is desirable. If not accredited, then the applicant should be willing to undertake this accreditation as part of staff development opportunities at La Trobe University.
- Excellent interpersonal skills, including the ability to develop high-level working relationships 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 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.

## **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

### La Trobe's Cultural Qualities:



#### **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 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 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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For Human Resource Use Only

Initials:

Date: