

Position Title	Research Grants Manager
Classification	Level 9
School/Division	Deputy Vice-Chancellor (Research)
Centre/Section	Raine Medical Research Foundation
Supervisor Title	Deputy Vice-Chancellor (Research)
Supervisor Position Number	SR
Position Number	SR

Your work area

The Raine Medical Research Foundation was established in 1957 and is dedicated to funding health and medical research with the aim of improving health outcomes for the community. Created from the generosity of Mary Raine and her desire to prevent terrible loss associated with human disease, the Raine Foundation has a sixty-five-year history of supporting health and medical research through the distribution of over \$50mill to 500+ Western Australian researchers.

The Raine Foundation has a strong reputation with researchers and partners for robust, equitable and transparent processes which has led to the support of the very best scientific research in WA - this includes early-career support for research leaders such as Professor Fiona Stanley, Professor Fiona Wood, Professor Peter Klinken, and Professor John Newnham. We are looking to increase our public profile and develop new networks through the communication of research outcomes and impact. We are also expanding our suite of funding programs to help build medical research capacity and the next generation of medical research leaders in the state.

Our Mission of improving health outcomes for Western Australian's, combined with an increase in demand for research funding, has led the Raine Foundation to seek to grow its funding base and establish networks with similarly aligned individuals and partners. We are now seeking to expand our team to achieve these goals.

Reporting structure

Reports to: Chief Executive Officer, Raine Medical Research Foundation

Dotted line reports to: NA

Direct reports: 0

Dotted line reports: NA

Your role

As the appointee you will, under broad direction, be responsible for leading and managing the end-to-end administration of Raine Foundation research funding programs, including management of committees and ongoing research performance and impact assessment. You will have a significant role in contributing to strategic planning and implementation, including developing and influencing policies, procedures, and processes to ensure the efficient functioning of the Raine Management Office.

Your key responsibilities

Proactively manage and lead the end-to-end administration of Raine Foundation research funding programs, including ongoing research performance and impact assessment

Develop, and review operational procedures including the resetting of priorities and resources to ensure ongoing robust and efficient processes

Work closely with the Chief Executive Officer to manage and administer funding contracts and variations, and progress reporting for the Raine Board, major donors, and funding partners

Work closely with the Chief Executive Officer to research, develop, and implement new funding programs that align with Raine Foundation strategic priorities and best practice

Provide high-level strategic advice, using expertise and judgement to researchers, the Chief Executive Officer, and the Raine Board on matters relating to research grants

Be responsible for regular communications and stakeholder engagement through our annual reports, impact reporting, website, and social media

Coordinate and represent the Raine Management Office on Raine committees, including Research Advisory Committees, in the role of Executive Officer

Contribute to strategic planning and implementation activities

Assist with the planning and execution of Raine events

Other duties as required

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial and extensive research grants management skills and experience, including contract management, policy development, reporting, and using relevant management systems

Experience providing executive support on Committees or Boards

Comprehensive knowledge and demonstrated expertise in understanding of Australian medical research funding and policy. Health or medical qualifications and experience preferable

Demonstrated ability to supervise staff and allocate resources

Excellent written and verbal communication skills and high-level consultation and negotiation skills

Excellent planning and organisational skills with demonstrated ability to set priorities and to meet deadlines

Ability to work independently and show initiative, problem solve and work productively as part of a team

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Special requirements (selection criteria)

The health and safety of our staff and wider community is integral to our Values. The Raine Medical Research Foundation is located within the Hollywood Hospital precinct, and as such, we abide by the requirement for all staff to be fully vaccinated against COVID-19. Please contact us if you have questions about your individual circumstances.

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [Code of Ethics and Code of Conduct](#)

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing [Safety and Health Policy](#)