



## POSITION DESCRIPTION

Research, Innovation and Commercialisation  
University Services

### Research Grants Officer

POSITION NO	0038358
CLASSIFICATION	HEW 6
SALARY	\$87,007 - \$94,181 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full time (1.0 FTE) Continuing
HOW TO APPLY	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Wade Moore Acting Manager, Health and Medical Grants Team E: <a href="mailto:wade.moore@unimelb.edu.au">wade.moore@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:

<http://about.unimelb.edu.au/careers>

## THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy at <http://about.unimelb.edu.au/strategy-and-leadership>.

### The Chief Operating Officer (COO) Portfolio

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

### RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is a specialist team dedicated to enabling the University's research and innovation mission working closely with our academic and professional colleagues, industry partners, funding and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Academic Divisions and Chancellery.

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.

Research Grant and Contract Services (RGCS) within RIC supports the submission of grant proposals (**Idea to Proposal**) and the post-award administration (**Contract to Output**) for a wide range of Australian and international research funders. RGCS also supports Chancellery in the management and administration of internally funded research grants.

The Research Grants Officer will provide efficient and effective administrative support for research grants as well as assisting researchers and the University to meet obligations to research funders and partner organisations. The funders of research include industry, government, the National Health and

Medical Research Council (NHMRC), the Australian Research Council (ARC), US based National Institutes of Health (NIH), and a wide range of other national and international funders of research.

## ABOUT THE ROLE

### Position Purpose:

The Research Grants Officer will report either into the Idea to Proposal area or into the Contract to Output area of RGCS and will be expected to work flexibly across these areas.

In the **Idea to Proposal** area, the position will focus on supporting academics to submit high quality grant proposals to a range of domestic and international research funding schemes.

In the **Contract to Output area**, the position will focus on assisting academics with all aspects of post-award administration of research funding.

In both areas, the Research Grants Officer will also liaise with research funders to plan, oversee and develop new workflows of complex tasks and provide high quality advice to stakeholders. In addition, the Research Grant Officer will be expected to work on organising seminars, co-ordinating with other areas of University administration, as well as data entry into research management systems.

The Research Grants Officer will work closely with external parties, other teams within RIC, individual academics, Academic Divisions, Chancellery and the University more broadly. The Research Grants Officer will exercise a high degree of independence and mature judgement and liaise directly with University of Melbourne staff and external parties. They will need to maintain effective working relationships with internal and external stakeholders.

To be successful in this role you will be passionate about exceptional service delivery with a proven record of influencing and engaging others. You must also be prepared to be flexible in your approach to work and able to work in a wide range of team environments. Your strong customer centric focus will ensure you build and maintain strong working relationships.

Reporting line: Team Leader (H&M)

No. of direct reports: None

No. of indirect reports: 0

Direct budget accountability: Nil

### Key Dimensions and Responsibilities:

Task Level: Moderate

Organisational Knowledge: Significant

Judgement: Significant

Resource Management: Moderate

Operational context: Academic Divisions, University Services, Chancellery, external funding agencies.

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at

<http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

## **Core Accountabilities:**

### ***Idea to Proposal***

- Provision of pre-award administrative grant support such as reviewing grant proposals prior to submission to ensure eligibility and competitiveness against scheme requirements and priorities taking responsibility for high quality outcomes to stakeholders
- Contribution to pre-award planning and preparation including the review, submission and acceptance of grants in cooperation with Academic Divisions, other teams in RIC, COO Portfolio, Chancellery and external funding agencies under the general direction of an Idea to Proposal Lead

### ***Contract to Output***

- Provision of post-award administrative support for funded research, taking responsibility for high quality outcomes to stakeholders
- Negotiation (where necessary) and acceptance of research funding and post-award compliance oversight of grants in cooperation with Academic Divisions, COO Portfolio, Chancellery, external research partners and external funding agencies under the direction of the Contract to Output Lead.
- Coordinating communication between research funders and researchers to ensure timely reporting on grant progress and final reports to funding bodies

### ***General***

- Establishment and maintenance of excellent relationships with internal and external stakeholders
- Provide high quality, impactful advice and information to academic researchers and Faculty research administrators.
- Assistance with the provision of reporting to senior management of the University
- Co-facilitate training and information seminars for researchers and organise workshops, special programs, targeted services and other development activities
- Enter research management data into the University's research management system financial and system accurately and completely to enable accurate reporting and analysis of the University's performance
- Other duties as deemed appropriate by their supervisor

## **Selection Criteria:**

### **Education/Qualifications**

1. Tertiary qualification with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.

### **Knowledge and skills:**

2. Excellent administrative and organisational skills with demonstrated ability to prioritise tasks, work to competing deadlines whilst maintaining a high level of attention to detail
3. Strong communication skills with experience in maintaining effective stakeholder relationships
4. Established in showing good judgement, initiative and ability to undertake tasks with minimum supervision, seeking advice and escalating issues when required
5. Demonstrated capacity to evaluate and interpret complex rules, policies and procedures
6. Proven ability to thrive in a flexible, changing and fast-paced environment

### **Desirable:**

7. Experience working in a University environment
8. Experience in delivering information sessions/seminars or other presentations

## **Other job related information:**

May be required to work outside of hours on occasion.

Will be required to work in a flexible way across several operational teams.