

**Position Description**

**Position Title:** Senior Research Adviser (Pre-Award)

**Position Classification:** Level 8 (dual classification)

**Position Number:** 319904, 319905,322600

**School/Division:** Office of Research

**Centre/Section:** Research Operations

**Supervisor Title:** Research Manager (Pre-Award)

**Supervisor Position Number:** 315205, 315207

**Your work area**

The Office of Research provides professional and expert support services to facilitate research excellence and knowledge transfer at the University. It is also at the forefront in executing the University’s research strategy. The Pre-Award team sits within the Sponsored Research office and functions to promote and develop the University’s research performance and profile by actively:

* identifying research funding opportunities and supporting applications for funding and;
* seeking opportunities for engaging with industry, the community and other University stakeholders

**Reporting structure**

Reports to: Research Manager (Pre-Award)

**Your role**

As the appointee you will, under broad direction, actively work with researchers to expand and diversify the research income base of the school.

**Your key responsibilities**

Provide support and advice to early and mid-career researchers on their career progression, in particular on building their research track record in order to become more competitive for external research funding

Provide high level expertise and comprehensive advice and feedback to researchers and research groups on winning external research grants and fellowships, and on the preparation of individual and institutional research funding applications to targeted external agencies

Identify appropriate sources of external research funding and share these with researchers and other internal stakeholders

Support the Research Manager (Pre-Award) in the preparation of major bids for funding including developing business cases and budgets

Develop and deliver specialised research training programs such as information seminars, mentoring schemes, grant workshops, and review panels for major competitive schemes

Other duties as directed

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Substantial and extensive senior administrative and research funding experience

Substantial experience in reviewing internally and externally initiated commercial agreements

Excellent written and verbal communication and presentation skills, including editorial skills

Excellent interpersonal, consultation and negotiation skills

Excellent planning and organisational skills

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

Demonstrated ability to lead and manage, demonstrate initiative and work productively as part of a team, and lead a substantial program

Sound knowledge and demonstrated expertise in relevant higher education policies, including current issues associated with research

Ability to negotiate and advise on complex research budgets

**Special requirements (selection criteria)**

There are no special requirements

**Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.



**Position Description**

**Position Title:** Senior Research Adviser (Pre-Award)

**Position Classification:** Level 7 (dual classification)

**Position Number:** 319904, 319905, 322600

**School/Division:** Office of Research

**Centre/Section:** Sponsored Research

**Supervisor Title:** Research Manager (Pre-Award)

**Supervisor Position Number:** 315205, 315207

**Your work area**

The Office of Research provides professional and expert support services to facilitate research excellence and knowledge transfer at the University. It is also at the forefront in executing the University’s research strategy. The Pre-Award team sits within the Sponsored Research office and functions to promote and develop the University’s research performance and profile by actively:

* identifying research funding opportunities and supporting applications for funding, prizes and awards; and
* seeking opportunities for engaging with industry, the community and other University stakeholders

**Reporting structure**

Reports to: Research Manager (Pre-Award)

**Your role**

As the appointee you will, under broad direction, actively work with researchers to expand and diversify the research income base of the school.

**Your key responsibilities**

Provide support and advice to early and mid-career researchers on their career progression, in particular on building their research track record in order to become more competitive for external research funding

Provide expertise and advice and feedback to researchers and research groups on winning external research grants and fellowships, and on the preparation of individual and institutional research funding applications to targeted external agencies

Identify appropriate sources of external research funding and share these with researchers and other internal stakeholders

Support the Manager, Pre-Award in the preparation of major bids for funding including developing business cases and budgets

Deliver and administer specialised research training programs such as information seminars, mentoring schemes, grant workshops, and review panels for major competitive schemes

Other duties as directed

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Substantial and extensive senior administrative and research funding experience

Experience in reviewing internally and externally initiated commercial agreements

Excellent written and verbal communication and presentation skills, including editorial skills

Excellent interpersonal and consultation skills

Excellent planning and organisational skills

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

Demonstrated ability to work independently, show initiative and work productively as part of a team

Knowledge and demonstrated expertise in relevant higher education policies, including current issues associated with research

Ability to liaise and advise on complex research budgets

**Special requirements (selection criteria)**

There are no special requirements

**Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

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