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POSITION DESCRIPTION

Grants Officer – Post Award

Position Level

6/7

Faculty/Division

Division of Research & Enterprise

Position Number

00031520

Original document creation

February 2022

Research Grants and Contracts (RGC) within the Division of Research and Enterprise contributes to UNSW's research performance and profile via the effective management of the University's research income. RGC is the key link between UNSW researchers, executive and funding agencies such as the NHMRC, ARC, other government and non-government research funders, philanthropic competitive grant funders and industry partners. The RGC teams are a crucial component in the university's ongoing strategy to increase knowledge exchange and towards meeting the S25 aims.

Each year the RGC manages projects valued at more than \$450M in research income which includes more than 3,000 applications and 6,000 ongoing projects on behalf of UNSW, supporting more than 2,000 UNSW academics.

This position is part of a team dedicated to the delivery of high-quality customer focused services to the University in the post-award space. Post-Award Grant Officers ensure that researchers holding funding meet all sponsor financial and progress reporting requirements; and that information stored in the management system is accurate and reliable.

The Grants Officer, Post Award works closely with other team members and colleagues from other research support units such as the Research Finance teams. The position will be based in one of the three teams encompassing a variety of faculties, schools and centres.

The Grants Officer, Post Award reports to the Team Leader, Post-Award and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

Level 6

- Deliver efficient research funding management services to UNSW researchers by effectively managing the post-award workflows for a portfolio of nominated schools and/or centres and resolving issues in a timely manner.
- Develop skills and expertise in research funding management to analyse and interpret complex rules and regulations and provide authoritative advice.
- Contribute to identification and analysis of research funding management issues and to propose and implement agreed solutions.
- Develop effective working relationships with staff in nominated schools and/or centres, internal and external stakeholders, colleagues, and management.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Level 7 (in addition to duties at Level 6)

- Proactively use grants management expertise and problem-solving skills to provide high level advice and identify and resolve specific grant issues.
- Identify risk issues in research and where possible, make recommendations to the Team Leader for resolution.
- Mentor and support junior team members to ensure a positive and efficient working environment.
- Work with the Team Leader to develop and implement quality assurance processes of the Team.
- Be recognised as an expert in a nominated group of granting body rules and legislation and for the provision of high level and reliable advice to research staff and Grants Officers.

Skills and Experience

Level 6

- Relevant qualifications and/or work experience in administration/program/project management. Previous experience in research grant support would be highly valued.
- Strong interpersonal, written, and verbal communication skills.
- Demonstrated experience in interpreting and applying complex policies and procedures.
- Demonstrated experience in the use of standard office desktop software and working effectively with information management systems in the delivery of high-volume customer-focused services.
- Demonstrated experience in delivery of quality, professional, customer focused services to clients in an environment with tight deadlines.

Level 7 (In addition to Level 6)

- Proven experience in research funding management, as well as managing and resolving complex research funding issues.

- Demonstrated skills in interpreting and commenting on research policy, rules and regulations and initiating changes to policy where required.
- Demonstrated skills and experience working through the financial aspects of grants/project management including understanding budgets and working through complex calculations
- Demonstrated experience in supporting and mentoring junior staff in the delivery of quality, customer focused service to stakeholders.
- Demonstrated experience in identifying and implementing process improvements.
- An understanding of and commitment to UNSW's aims, objectives, and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.