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| **Position Description** |

**Senior Grants Advisor (ARC and other schemes)**

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| **Position No:** | 50019850 |
| **Division:** | Research Office |
| **School:** | Office of the Deputy Vice Chancellor Research |
| **Campus/Location:** | Bundoora |
| **Classification:** | Higher Education Officer Level 8 (HEO8) |
| **Employment Type:** | Continuing, Full Time |
| **Position Supervisor:** | Executive Grants Advisor: ARC, International |
|  | and Philanthropic |
| **Number:** | 50099921 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |
| Further information about: |  |

La Trobe University - <http://www.latrobe.edu.au/about> Research Office – <http://latrobe.edu.au/research>

**For enquiries only contact:**

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| **Position Description** |

**Senior Grants Advisor**

**Position Context**

**The Research Office** supports La Trobe University researchers, senior executive academicleadership, the Graduate Research School, the two Colleges - Science Health and Engineering (SHE) and Arts Social Sciences and Commerce (ASSC) 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 7 highly competent teams, the office serves to facilitate interactions between La Trobe University researchers and external partners; for example, funding bodies, industry, government, and regulatory authorities.

**The Grants Team** in the Research Office oversees the development and administration of allcompetitive research grant funding, including Australian Research Council (ARC), National Health and Medical Research Council (NHMRC), Cooperative Research Centres, ARC Centres of Excellence 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.

Reporting to the Executive Grants Advisor in the ARC, International and Philanthropic portfolio **of the Grants Team, The Senior Grants Advisor** will lead the development, submission and administration processes for Category 1 grants across the University, in particular Australian Research Council (ARC) grant schemes. The incumbent will be a subject matter expert across all ARC schemes and will oversee and advise Grants Team staff across the complete grant life-cycle from pre-award inquiry and development to post-award project closure. Working closely with their counterpart in the Health and Medical portfolio of the Grants Team they will also be responsible to ensure all Category 1 grants submitted through La Trobe University are 100% compliant and are developed under their advice and guidance. The incumbent will advise the Associate Pro-Vice Chancellors (Research) in the Colleges, and actively engage in research development activities such as capacity building for grants, identifying and pipelining researchers for category 1 grants and also organising and running tailored workshops on various schemes. The Senior Grants Advisor will drive the development and implementation of strategies for La Trobe University’s success in ARC and other category 1 schemes.

**Duties include:**

1. Be a subject matter expert on Category 1 schemes, in particular Australian Research Council schemes.
2. Working with the college Associate Pro Vice Chancellors and the Senior Manager, Grants develop and implement strategies to attract ARC and other Category 1 funding across both SHE and ASSC colleges.
3. Working closely with their counterpart in the Health and Medical portfolio and the college Associate Pro Vice Chancellors (Research), develop a pipeline for Category 1 grants across the University and coordinate the effective implementation of an Expression of Interest process for Nationally Competitive Grants, in particular ARC schemes.
4. Deliver seminars, workshops and other events to inform and educate researchers about Category 1 research grant opportunities, including the development of event content, mode of delivery and the preparation of relevant supporting documentation for participants.
5. Take responsibility for and lead whole of life-cycle research grant management services (development, submission, at award services, reporting and closure) across both Colleges at La Trobe University for all Category 1 grants (in particular ARC schemes)
6. Develop and implement streamlined processes for acceptance, variations, reporting and closure of Category 1 grants. Empower the Grants Team by providing high level training and guidance in these matters so the team can advise La Trobe researchers appropriately across all aspects of Category1 grants management.
7. Work closely with the Research Performance team to prepare and analyse research metrics with a particular focus on Category 1 grant applications and outcomes to better inform the progress of the La Trobe University 2018-2022 Strategic plan.
8. Liaise with the Office of Pro-Vice Chancellor Industry Engagement, Alumni and Advancement, Office of the Pro-Vice Chancellor Research Development to ensure the provision of high-quality service to Industry partners, RFAs, Philanthropic partners on Category 1 grants by providing high level advice on post award matters and identifying and streamlining pre-award process with these divisions.
9. Be a communications champion by ensuring clear communication is provided to researchers through updated webpages, University mailers and other avenues. In particular, develop a grant outcomes strategy with La Trobe’s Media and Communications division to announce La Trobe University’s successes in Category 1 grants.
10. Be a leader in the Research Grants Team and help develop junior staff by providing on the job training and actively contribute to professional development activities organised by the Research Office. Be a member of the Australasian Research Management Society and contribute to their events and undertake accreditation.
11. Be a Customer service champion and abide by the principles of the Grants Team’s customer service charter.
12. Deputise for the Executive Grants Advisors as required and support the workload and activities of the NHMRC counterpart as necessary.

**Key Selection Criteria:**

* A relevant degree with extensive professional experience or an equivalent combination of relevant knowledge, training and/or experience in research administration.
* Demonstrated success in assisting researchers to obtain and manage nationally competitive grants (ideally ARC).
* Sound working knowledge of public and private research funding trends within Australia and internationally.
* Excellent written and verbal communication skills, including the ability to transfer clear and concise information to stakeholders, and the ability to present workshops or facilitate discussion.
* Excellent interpersonal skills, including the ability to develop high level working relationships and professional networks, and to engage with a variety of internal and external stakeholders.
* High level of proficiency in computer software packages, including word processing, spreadsheets and databases.
* Demonstrated capacity to organise work effectively and efficiently in a team environment and deliver outputs in a timely manner, an ability to multi-task and an ability to work effectively in high pressure environments.

**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.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* 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 ourstudents and society.
* *We are* ***Accountable:***We strive for excellence in everything we do. We hold eachother and ourselves to account, and work to the highest standard.
* *We* ***Care:***We care about what we do and why we do it. We believe in the power ofeducation and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: