



# SENIOR GRANT APPLICATION COORDINATOR

DEPARTMENT/UNIT	Department of Mechanical and Aerospace Engineering
FACULTY/DIVISION	Faculty of Engineering
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Baker Heart and Diabetes Institute, The Alfred Hospital

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Faculty of Engineering** is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, [please visit our website](#).

The **Department of Mechanical and Aerospace Engineering** aims to educate the next generation of leaders in the profession of mechanical engineering, generate new knowledge and insight into the processes that govern our discipline, and provide service to the community, our profession and industry. We are the largest department within the Faculty in terms of student numbers, offering a range of undergraduate and higher degree programs and a strong and ever-growing contingent of students working towards a PhD or Master's degree. Research is a vital part of the Department's activities and we are renowned for our expertise and world-class facilities. For more information about our Department and the work we do, [please visit our website](#).

## POSITION PURPOSE

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The Senior Grant Application Coordinator provides a range of complex co-ordination and program management services to support the completion of an MRFF Frontiers phase 2 grant application.

The Senior Grant Application Coordinator is a critical liaison point between the portfolio, university and internal and external client groups, and works closely with internal partners such as those in mechanical and aerospace engineering and the central clinical school to ensure alignment with the Artificial Heart Frontiers Program (MRFF Frontiers).

The Senior Grant Application Coordinator supports the Artificial Heart Frontiers Program by coordinating and managing the Stage 2 MRFF Frontiers submission, including preparation of all materials related to that submission. The position also provides specialist, strategic advice that contributes to the advancement of the Artificial Heart Frontiers Program objectives.

**Reporting Line:** The position reports to the relevant senior academic within the Department

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Contribute to strategic planning and the achievement of goals relevant to the functional or specialist area
2. Preparation of all materials related to the Artificial Heart Frontiers Program Stage 2 MRFF Frontiers submission
3. Manage and co-ordinate the operation of a complex program of services, systems or processes in accordance with best practice and University policies, procedures and strategic priorities
4. Manage and co-ordinate a work environment of continuous review and improvement of business practices, operational processes and service provision
5. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting and provision of expert, specialist advice
6. Exercise strong budget management for the services or unit/s managed, where required
7. Manage and co-ordinate projects, the review and development of policy and procedure, and compliance and quality processes relevant to the functional area
8. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice
9. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
  - extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

2. Excellent operational management skills and experience in coordinating a successful function, program or service including a proven ability to provide authoritative specialist and policy advice
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Demonstrated management or senior administration experience in a matrix, or large and complex management structure
5. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems

6. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels
7. Advanced computer literacy, particularly with current business management software packages and their various applications
8. Significant experience working with large (e.g. MRFF, NHMRC) grant applications in the medical / science / engineering field

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.