

POSITION
DESCRIPTION
UNIVERSITY OF TASMANIA



POSITION TITLE	Research Funding Officer
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FACULTY/INSTITUTE/DIVISION	Research Division
SCHOOL/SECTION	Office of Research Services
CAMPUS	Sandy Bay
CLASSIFICATION	HEO 6
DATE	April 2018

POSITION SUMMARY

The University of Tasmania (UTAS) is a research-led university that is increasingly known for the quality and impact of its research and its engagement with Tasmanian, national and international organisations.

The Research Funding Team is a group of professional research administrators who are committed to providing high quality services to the University research community.

The Research Funding Officer is responsible for providing timely and efficient project management services and advice across a portfolio of grant, contract research, clinical trial and consultancy projects. The role requires processing and reviewing of research funding information, providing grantsmanship, contract administration, and management of tasks associated with project workflow to ensure effective and efficient delivery of projects, and to ensure positive client relationships. The Research Funding Officer interacts with a wide range of internal and external stakeholders and undertakes a diverse range of tasks in a complex working environment, managing competing priorities and deadlines, and using initiative and sound judgement.

The position is located at the Sandy Bay campus and is part of the Division of Research Services. Occasional travel is required.

POSITION RELATIONSHIPS

Supervisor	The position reports to the Manager (Research Funding).
Direct reports	Nil
Other	<p>This role will develop and maintain strong working relationships with:</p> <ul style="list-style-type: none"> • Manager (Research Funding) • Manager (Strategic Research Funding) • Executive Director – Research Operations • Staff of the Office of the Deputy Vice-Chancellor (Research) • Research Hub Managers and Research Hub staff • Members of the University's academic, professional, voluntary and

	<p>student communities.</p> <ul style="list-style-type: none"> • Professional staff within the Office of Research Services, Financial Services, Governance and Legal, and other divisions. • Professional staff within the Office of Research Services, including Ethics and Integrity, Funding, and Research Performance and Analysis teams • External funding bodies including industry, government and philanthropic sectors.
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KEY ACCOUNTABILITIES AND OUTCOMES	
1.	Provide high level review of funding applications for quality and compliance (major schemes only), including provision of advice to researchers and research Hub staff regarding funding categorisation, grantsmanship and compliance with relevant University policies (including but not limited to correct budgeting and allocation of indirect costs).
2.	Project manage a portfolio of grant, contract research, consultancy and clinical trial projects and services, including the creation and maintenance of accurate individual database records, and associated electronic files, in accordance with ORS procedures.
3.	Provide detailed advice to students, staff and other University clients regarding research funding post-award activities, policies, procedures and requirements, including the interpretation of and judgement about complex issues. Work with a significant level of delegated authority to interpret issues and implement advice and services.
4.	Provide contract management services across the grant, contract research, consultancy and clinical trial portfolios, including facilitating timely review, negotiation and execution of project agreements, sub contracts, variations and other related contracts (including non-financial agreements such as confidentiality agreements and material transfer agreements), in conjunction with UTAS legal staff, and ensuring all contracts are correctly executed under the University's delegation policy.
5.	Manage ongoing contractual obligations, ensuring milestones and client expectations are met in a satisfactory and timely fashion. This will include liaising with other internal stakeholders (i.e. HR, Finance, IT) to ensure obligations are met and dealt with in an appropriate manner.
6.	Review and maintain Research Management Database (RMDb) entries to ensure accuracy of information with regard to funding bodies, funding schemes and awards; identify sources of research funding for inclusion in the Australian Competitive Grants Register (ACGR); and identify and evaluate funding sources and rounds that are of strategic benefit to the University.
7.	Communicate in a professional manner with internal and external stakeholders.
8.	Contribute to and/or formulate policy and procedure improvements in order to streamline processes, ensuring efficiency and mitigating risk, including training UTAS staff in ORS services, policies, procedures and tools.
9.	Prepare and interpret research operations reports, statistics, correspondence and other documentation in order to communicate complex or controversial ideas or concepts relating to an issue.

10.	Participate in relevant seminars and information sessions relating to the administration of research projects; and represent Research Operations at meetings, on committees and at conferences.
11.	The duties as specified above may be altered in accordance with the changing requirements of the position.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The incumbent is expected to perform tasks under the broad direction of the Manager (Research Funding), demonstrating initiative and sound decision-making.

POSITION CRITERIA

Essential Requirements

- A degree qualification with subsequent relevant experience in administration, contract or project management, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to provide research grant, project or contract management services, including high level administrative and operational support.
- Demonstrated capacity to build and maintain effective working relationships, including the ability to liaise effectively with a wide range of stakeholders.
- Demonstrated high level written and oral communication skills.
- A demonstrated capacity to act independently within established guidelines, and make sound judgements.
- Capacity to undertake a diverse range of tasks and manage competing priorities, in a complex working environment, displaying initiative and sound judgement.
- Demonstrated ability in the effective use of computer applications (e.g. Word, Excel, PowerPoint), databases (e.g. Research Management Database) and business systems (e.g. generic record keeping, contract management and research management systems).
- A strong orientation to providing outstanding customer service
- Ability to maintain confidentiality and exercise professional discretion.

Desirable Attributes

Desirable

- Experience in a university or other large tertiary institution in a research administration area.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance

with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can