

POSITION DESCRIPTION

Research, Innovation and Commercialisation
University Services

Senior Grants Officer (Major Initiatives, Contracts & Grants)

POSITION NUMBER	0045710, 0045712 & 0045738
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 7 - \$88,171 - \$95,444 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE), 3 positions available
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	<p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Jessica Brody Tel +61 3 8344 9104 Email jessica.brody@unimelb.edu.au <i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

Major Initiatives, Contracts and Grants (MICG) provides strategic planning, legal and innovation support for major initiatives through proposal and tender planning and development for major initiatives; and manages the processing of grants and contracts, providing compliance and risk advice and contract management, acting as single key points of contact for grants of all types.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Senior Grants Officer (Major initiatives, Contracts and Grants, MICG) will provide efficient and effective pre-and post-award support for research grants as well as assisting researchers and the University to meet obligations to research sponsors and collaborators. This may include support for international grants, grants under the Medical Research Future fund and other high value or strategic initiatives.

The Senior Grants Officer (MICG) will be required to work and move across MICG teams as required, and work across the grants lifecycle. The incumbent will exercise a high degree of independence, mature judgement and liaise directly with University of Melbourne staff and external parties. They will be required

to develop, maintain and remediate where necessary, effective working relationships with Academic Divisions and Chancellery to ensure high quality and timely service delivery.

The Senior Grants Officer (MICG) will be expected to lead or take a major role in the development of strategies and systems to enhance grant applications and manage application rounds.

Reporting to the Manager, International Grants/Manager, Major Initiatives (MICG), the Senior Grants Officer will work collaboratively with MICG Team Managers and other team members, as well as more broadly with Academic Division staff. The incumbent will provide advice, guidance and mentoring to Grants Officers on pre and post award matters for various funding schemes.

Three positions are available under this advertisement.

Reporting line: Manager, MICG

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Significant

Operational context: Research, Innovation, Commercialisation (RIC), University Services

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Provision of expert support for the University's participation in grants programs
- Develop excellent personal networks with funding bodies and researchers
- Liaise with Faculties, academic departments and individual academic staff at all levels
- Provide expert advice and support to researchers and research administrators
- Maintain accurate and up to date electronic and hard copy records of all post award matters
- Process post award variations in accordance with guidelines and policies
- Process both pre-award and post-award administration of grants

- Reviewing grant applications to external sponsors for eligibility, compliance and clarity

Selection Criteria:

Education/Qualifications

1. The appointee will have: Completion of a tertiary degree and/or relevant work related experience or equivalent combination of relevant experience and/or education/training.

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
3. Experience providing service-oriented pre- and post-award administration of research grants.
4. Excellent written and verbal communication skills, including the ability to communicate effectively with stakeholders.
5. Excellent organisational skills with the ability to prioritise tasks and work to strict deadlines.
6. Flexibility and adaptability. Demonstrated ability to work in different areas within a team.
7. Demonstrated ability to show initiative and undertake tasks with minimum supervision, seeking advice when required.
8. Knowledge of relevant University policies or the ability to acquire knowledge.
9. Comprehensive knowledge of grant funding programs, funding rules, and experience in grants management across the grant lifecycle.

Desirable:

10. Ability to comprehend funding agreements.
11. Experience with Themis Research database or other research management content management software.

Other job related information:

During peak periods, leave will not normally be approved and additional work outside of normal business hours may be required.