

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	GRANTS OFFICER		
Division:	Research Services and Innovation	Department:	Research Development	
Position reports to: (role)	Manager, Grants Development			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>Under the general direction of Manager, Grants Development, Research Development the person will work as part of a team in which administers research grants, contracts, fellowships, provides administrative support to internal funding schemes as required and assists in the data management of the Institutes grants management system. Working with the Manager of Grants Development, the position will be a key resource to researchers for identifying and developing grant opportunities, administering awards and ensuring funding scheme conditions and guidelines are followed. The position will support the pre- award and post award grant management process in addition to providing funding bulletins, researcher profile alerts and updating the Research Development website for currency.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Grants Development	95%	<ul style="list-style-type: none"> • Be one of the informed points of contact for Institute staff on competitive and contract grant related matters. • Liaise and work with other members of the Research Development unit to maintain currency of relevant schemes and proactively support researchers and trainees to identify funding opportunities. • Keep abreast of the priorities and focus of granting bodies and the details of eligibility requirements and to pro-actively provide timely notification to ensure compliance with funding bodies. • Work with the Senior Grants Development Officer to maintain and develop the research management database for all research grant, contract and fellowship applications and offers for research funding, including working with technical support staff and end users. • Assist in coordinating and supporting the research grant and contract research development and submission processes including access and input from relevant internal supports as required (other professional services e.g. finance, biostatistics, data services) to the final sign off from the Institute Director and timely submission. • Assist in the review of grant and fellowship applications as required to comply with granting body requirements. • Monitor and ensure timely notification is provided on upcoming report requirements for grants, fellowships and contracts. • Provide support in maintaining and developing relevant web pages. 	<ul style="list-style-type: none"> • Policies, guidelines, procedures and templates are developed to support the grant development process are easily accessible and promoted throughout the Institute • A clear timelines and processes are developed to support the grant and contract submission process • All grants have received the appropriate feedback and review 	<ul style="list-style-type: none"> • Feedback from key stakeholders, including Grant Development Manager, researchers and trainees. • Successful networks formed • Quality of grant applications submitted • Success rate in grants
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		<ul style="list-style-type: none"> • Identify and promote funding opportunities to Telethon Kids researchers on a regular basis including targeted approaches. • Provide team support on a range of research development activities as required particularly during high volume and critical work periods particularly during grant funding rounds, the provision of urgent information requests, feedback and review of documents originating from Research Development • Participate in training workshops and seminars on upcoming granting opportunities hosted by granting councils, NGO's and universities as required and share this information with Research Development and researchers 	<ul style="list-style-type: none"> • Webpages and funding bulletins contain updated Information • Up to date information on matters relating to grants and funding 	
People Management and Development	5%	<ul style="list-style-type: none"> • Whilst this position has no direct reports it will require seeking engagement and support from the four central administration officers • Promote an inclusive and supportive environment that is client focused, responsive and brings out the best in people. • Articulate and realise a shared vision, and foster cooperation, consensus-building, and collaborative decision making within Research Development. • Recognise the valued contribution of RD staff members and accord credit and value to work undertaken by team members or as a collective. 	<ul style="list-style-type: none"> • Team members engaged and supported • Collaborative environment within the team • Team members feel valued 	<ul style="list-style-type: none"> • Feedback from team • Feedback from stakeholders

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Relevant tertiary qualification or equivalent competency.

Skills, Knowledge & Experience:

- Comprehensive knowledge of national and state competitive health research grant and contract opportunities from government and non-government sources, in particular NHMRC and ARC
- Experience in health research grant management/grant administration
- Proficient in electronic grant management systems (e.g. NHMRC & ARC)
- Excellent organizational and time management skills including the ability to manage varied and conflicting demands to meet deadlines.
- Well-developed communication skills including interpersonal, verbal and written reports
- Ability to show initiative, work independently and also ability to work cooperatively with members of the team to accomplish joint tasks and common objectives
- High standard of proficiency in the use of computer software packages and demonstrated aptitude and ability to developing spreadsheets, databases and power point presentations.

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Skills, Knowledge & Experience:

- Preferably completed Australasia Management Research Society certification
- Minimum 5 years in grants management
- Preferably in university or medical research institute grants office or equivalent
- Experience in working with multi-disciplinary researchers
- Experience in grant development and process for submission (writing, budgets, supporting documentation)
- Experience grant review and compliance

SCOPE:

Financial accountability: Does this role have accountability for a budget? No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? No

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Director, Research Services & Innovation

Immediate level of supervision

Business Development Manager

Manager, Grants Development

Research Partnerships Manager

Other roles reporting to immediate supervisor

Technology Transfer Officer

Senior Grants Development Officer

Grants Officer

Senior Research Development Manager

Contracts Administrator

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?