

## POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Research Grants Officer Level: 6/7  
Faculty/Division: Research & Innovation Division Department/Location: Research Services Office

### Primary purpose of the position:

This position's primary purpose is to administer a range of external and university-based research grant schemes and to enhance the ability of academic staff to secure competitive research grant funding. This involves working closely with faculties and research units to identify and promote funding opportunities, and providing strategic advice to individual academic staff on the development of their research proposals. The position also assists in the post-award management of grants including negotiation of grant agreements with funding agencies, industry partners and other organisations, and ensuring that grant holders meet funding agency reporting requirements.

### Position Environment:

The Research Services Office is located in the Research & Innovation Division. The Office is the central coordination point for all of the University's research grant activities. The Grants Officer is part of a 7 person team, and is expected to liaise and communicate with all levels of the organisation. In particular, the position works closely with the Faculty Deans, Associate Deans Research, Directors of University Research Strengths and academic and administrative staff involved in applying for, and managing, research grants.

### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Provide advice to staff from faculties and research strengths on preparing external grant applications for Category 1 National Competitive Grants (e.g. to the Australian Research Council, National Health and Medical Research Council) and other external funding agencies, and post award management of grants.	<ul style="list-style-type: none"> <li>Grant applications reviewed for compliance with funding agency requirements and advice provided to researchers.</li> <li>Project budgets costed accurately.</li> <li>Assist in the negotiation of grant contracts with external agencies, institutions and industry partners.</li> <li>Monitor compliance with grant reporting requirements..</li> <li>Liaise with Financial Services to monitor expenditure of grant funding.</li> <li>Grant related correspondence prepared, including requests for variations and transfers.</li> </ul>	60%	
2.	Administration of University research grant schemes.	<ul style="list-style-type: none"> <li>Design and implementation of funding policies and procedures including guidelines, application forms and timetables.</li> <li>Develop and implement training sessions for staff.</li> <li>Provide advice to researchers regarding their applications.</li> </ul>	10%	

		<ul style="list-style-type: none"> <li>Refer applications for assessment by faculties, University committees and external expert readers.</li> <li>Advise funding outcomes to University community.</li> <li>Prepare correspondence and funding conditions.</li> <li>Monitor compliance with reporting requirements.</li> </ul>		
3.	Work closely with faculties and research strengths to identify and promote external funding opportunities to a broad range of funding schemes.	<ul style="list-style-type: none"> <li>Develop and maintain strong networks with relevant funding bodies, institutions and other organisations.</li> <li>Work with faculties to provide advice and guidance to staff on funding opportunities that are relevant to their field of research interest.</li> <li>Maintain grant information sources on the web and via email.</li> </ul>	10%	
4.	Assist in the management of Grant Information Systems.	<ul style="list-style-type: none"> <li>Grant database and filing systems maintained and up to date.</li> <li>Analysis of research grants performance data and reports prepared.</li> </ul>	10%	
5.	Provide support to Senior Manager Research Grants and Development, Research Grants Manager and Research Services team as required.	<ul style="list-style-type: none"> <li>Support provided to team as required.</li> </ul>	10%	
6.	Observe principles and practices of Equal Employment Opportunity	<ul style="list-style-type: none"> <li>To ensure fair treatment in the workplace.</li> </ul>	Ongoing	
7.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document.	<ul style="list-style-type: none"> <li>To ensure a safe working environment for self and others.</li> </ul>	Ongoing	

### Reporting Relationships:

Position Reports to:	Research Grants Manager
The position supervises the following positions:	n/a
Other Key Contacts:	Senior Manager, Research Grants and Development Director, Research Services Office Dean of Research University Legal Counsel Financial Services staff, Faculty Finance Officers Deans, Directors of Research Strengths Academic staff.

### Key Relationships:

#### Contact/Organisation:

Australian Research Council  
 National Health & Medical Council  
 Associate Deans Research

#### Purpose & Frequency of contact

Pre & post award grant matters - weekly  
 Pre & post award grant matters - fortnightly  
 Discuss/advertise funding opportunities - fortnightly

## Key Challenges:

1. Capacity to provide strategic advice and feedback to applicants to develop their research proposals and maximise their potential for success.
2. Editing large volumes of applications within defined deadline periods ensuring attention to detail at all times.
3. Effective management of post-award grants including preparation of grant agreements and timely reporting on grant outputs.
4. Developing strong relationships with research staff in University faculties and research strengths across a range of disciplines to promote and advise on grant funding opportunities.
5. Capacity to research and promote a diverse range of grant funding opportunities.

## SELECTION CRITERIA - Knowledge & Skills:

### Essential:

- Excellent written communication and negotiation skills.
- Strong organisational skills, including ability to set goals and meet deadlines in a pressured environment.
- Demonstrated attention to detail and excellent analytical skills.
- Track record in managing multiple projects and competing deadlines.
- Ability to take initiative and work both independently and as part of a team.

## SELECTION CRITERIA - Education & Experience:

### Essential:

- A relevant degree or a combination of education/training/experience deemed to be equivalent.
- Experience in critically reviewing and editing documents (preferably grant applications) and providing constructive feedback.
- Experience in the use of spreadsheets and databases to collect and analyse data and report on performance.

### Desirable:

- Experience in research administration or in a research environment.
- Experience in designing and implementing procedures and processes for quality management and control of large volumes of material.

## Personal Attributes:

- Capacity to liaise with individuals from a wide range of backgrounds at all levels.
- Provision of excellent customer service whilst maintaining confidentiality where required.
- Receptiveness to new concepts and challenges and the ability to adapt to a changing environment.

## Special Job Requirements:

- Capacity to work additional hours during peak grant submission periods.

## Approval:

Approved by Head of Unit:	Sharon Martin, Director, RSO
Date:	23 May 2007
Approved by Personnel:	John Steele, Director, Personnel Services
Date:	22 May 2007