

POSITION DESCRIPTION

POSITION TITLE:	Research Grants Officer
POSITION NUMBER:	4674
DIVISION / SECTION:	Research Office
SUPERVISOR:	Manager, Research Office (2414)
CLASSIFICATION LEVEL:	PAT 7
SALARY RANGE:	\$99,341 - \$107,806 per annum
STATUS (FTE):	1.0
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	Nil

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Research Grants Officer is responsible for a range of grant administration functions across Menzies and provides advice and services in relation to pre and post award research grant processes including promoting research funding opportunities, reviewing grant proposals for compliance and eligibility, submitting Menzies endorsed applications to external funding bodies, and liaising with internal and external stakeholders and funders.

The Research Grants Officer will work collaboratively in a team environment to manage work priorities. Key to this position is the ability to build positive working relationships with a range of people within the organisation, including senior academics, and be motivated to learn and understand a vast array of information in a research environment.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Provide advice on aspects of pre award research grant administration matters ensuring compliance with regulatory, organisational and contractual obligations.
2. Working with Menzies staff, play a key role in the preparation, review and submission of funding applications.

3. Contribute to the participation and delivery of training sessions to Menzies staff on grant writing, understanding funder specific requirements and internal pre and post award processes and procedures.
4. Collaborate and coordinate within the Research Grants Team to ensure all systems and processes are standardised and a culture of quality improvement is achieved, while ensuring effective communication of these processes to Menzies staff.
5. Contribute to the creation and maintenance of accurate grant application records on the research grants management system and instruct others in using relevant software (document management systems, bibliographic databases, and other software specific to funding applications).
6. Participate in the implementation of research grant administration initiatives that support efficient collection, reporting and monitoring of research activity and outputs.
7. Maintain and develop key relationships including with researchers and a range of grant funding agencies.
8. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
9. Carry out any other tasks as reasonably required by the Supervisor and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. A degree and experience in a relevant field, extensive experience in grant administration, or an equivalent combination of relevant experience and education/training.
2. Demonstrated high level writing skills, and an understanding of how to prepare, review and submit applications for funding.
3. Experience providing advice on grant administration ensuring compliance with regulatory, organisational and contractual obligations to Menzies staff.
4. Exceptional interpersonal, communication and liaison skills, including the ability to liaise effectively with internal and external stakeholders.
5. Ability to work effectively with people from diverse cultural backgrounds, demonstrating understanding and sensitivity to cross-cultural issues.
6. Demonstrated ability to research, collate and prepare documentation in accordance with policies and/or specified criteria.
7. Demonstrated ability to work independently or as part of a team managing competing priorities often within short timelines.
8. Demonstrated ability to work under broad direction with high attention to detail and the capacity to problem solve, utilise initiative and apply judgement.
9. High level computer skills, particularly long document formatting, online forms, databases and spread sheet software.

Desirable:

1. Australasian Research Management Society (ARMS) Accreditation.
2. Experience in an education/and or health research organisation.
3. Contemporary knowledge of current national and international research trends and research activity reporting.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 26 March 2025

<u>PAT 7</u>		
PACKAGE COMPONENT	Minimum Value PAT 7/1 (\$)	Maximum Value PAT 7/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 7)	99,341	107,806
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	13,908	15,093
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,724	1,724
Total Salary Package	123,442	133,092