

POSITION DESCRIPTION

POSITION TITLE:	Senior Research Grants Officer
POSITION NUMBER:	3603
DIVISION / SECTION:	Research Office
SUPERVISOR:	Manager, Research Office 2414
CLASSIFICATION LEVEL:	PAT 8
SALARY RANGE:	\$110,478 - \$120,319 per annum pro rata
STATUS (FTE):	0.6 – 1.0
LOCATION:	Location Negotiable
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 Senior Research Grants Officer will lead the post award functions within the Research Office. They will provide specialist advice and services in relation to all post award research processes. This position will also work closely with the Pre-Award Research Grants Officers within the Research Office and provide them with support as required.

This position will work closely with all researchers within the divisions. Key relationships will be built with the researchers, business managers, finance and legal areas. Development and streamlining of post award processes is crucial to enhance and support grant processes within Menzies.

Additionally, this position will work with the Research Office Manager on reporting and financial matters as required by Menzies and help with the set-up of research integrity processes within the Research Office.

The successful person will be able to manage work priorities within a number of team settings as well as work independently adopting a project management style approach. Key to this position is the ability to relate to a range of people including senior academics, funding bodies, all other areas within Menzies and understand a vast array of information in an academic setting.

PRIMARY RESPONSIBILITIES:

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

1. Provide specialist advice on all aspects of research administration, with a particular focus on post award, ensuring compliance with regulatory, organisational and contractual obligations.
2. Work closely with researchers and business managers on all aspects of grants management for awarded grants, fellowships, tenders or consultancies.
3. Ensure all awarded application initial outcome requirements are met in a timely manner (either through coordination across the organisation or directly).
4. Manage research activity tracking and contract compliance for all post award grant, tender and consultancy matters.
5. Develop, manage and facilitate execution of contracts/agreements for competitive grants and either coordinate or manage other contract matters with the Menzies legal office.
6. Research Integrity Office - Support and engage with Menzies' network of Research Integrity Advisors, ensuring that their knowledge is up to date, supporting the ongoing professionalisation of their role and promoting their functions across the Menzies community
7. Collaborate with all other Menzies corporate areas to ensure accurate and timely distribution of post award information and maintenance of accurate data throughout the life of the grant.
8. Collaborate and coordinate with the 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 researchers and business managers.
9. Contribute to the maintenance of the research administration records management system and assist others in using relevant software (document management systems, bibliographic databases and other software specific to funding applications).
10. Proactively promote research office functions within Menzies and continually seek to improve research office processes.
11. Establish, maintain and develop key relationships including with grant funding agencies.
12. Provide support to the pre-award Research Grants Officers as required.
13. 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.
14. Carry out any other tasks as reasonably required by the Supervisor and/or Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualification and experience in a relevant field, extensive experience in grant administration, or an equivalent combination of relevant experience and education/training.
2. Ability to provide specialist advice on a range of grants management.
3. Proven ability to build and maintain collaborative partnerships and effective relationships with research teams and funding bodies, with demonstrated ability to develop, manage and execute contracts/agreements.
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. High level computer literacy skills with proficiency in Microsoft Office suite, including basic understanding of MS Office Access and Excel, and be able to manage a Document Library, webpage and intranet content.
7. Demonstrated initiative and capacity to work under broad direction as part of a multidisciplinary team.
8. Excellent attention to detail and the ability to analyse and resolve problems.
9. Strong organisational skills, self-motivation and integrity, and the ability to effectively prioritise workloads, work under pressure and work efficiently to strict timelines, and achieve results with minimal supervision.

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.

COVID-19 SAFETY REQUIREMENTS:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace.

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: 09 October 2024

<u>PAT 8</u>		
PACKAGE COMPONENT	Minimum Value PAT 8/1 (\$)	Maximum Value PAT 8/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 8)	110,478	120,319
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	15,467	16,845
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))	1,676	1,676
Total Salary Package	136,089	147,308