



Position Description

JOB TITLE:	Grants Manager
DEPARTMENT:	Research Development & Partnerships
REPORTS TO:	Director Research Development and Partnerships
LAST DATE REVIEWED:	January 2019

JOB SUMMARY

We are searching for an experienced Grants Manager to oversee all aspects of the Institute's pre and post award grant management endeavours. Key duties include: optimising the grant administration process, preparing progress reports, ensuring compliance with grant regulations, reviewing and contributing to grant proposals, managing grant databases, engaging with donor agencies, educating staff on policies and preparing financial reports.

PRIMARY TASKS / RESPONSIBILITIES

Grant Development and Research Management

- Develop and manage a rolling calendar of identified international and national opportunities for relevant funding applications including the submission of proposals, providing expert advice on eligibility, adherence to guidelines and assistance with preparation.
- Ongoing development and maintenance of all records associated with all research-linked funding, including (but not limited to) Fellowships, Project Grants, Program Grants, Development Grants, Grants-in-Aid, Travel, philanthropic and other funding.
- Effective, optimised coordination of grant administration and financial reporting that complies with contractual obligations to the funder in liaison with the Grants Management Office at the University of NSW (UNSW), using the grants database, InfoEd.
- Establish strong relationships with all internal research teams to understand their funding requirements.
- In collaboration with other team members provide support the development of compelling proposals that successfully attract funding and ensure timely submission of research funding applications.
- Review and provide feedback on grant proposals to ensure the strongest applications are submitted.
- Develop a funding needs register
- Coordinate grants workshops and training for Institute research fellows, staff and students in partnership with the Researcher Development and Strategy Manager.

Consumer Engagement:

- Coordination of the Consumer Review Workshop for grant applications annually.
- Encourage relevant researchers to attend consumer engagement events and to present their research findings and relevance in lay language.

KEY SKILLS

- Strong organisational and time management skills including the ability to set priorities, work within time frames and set deadlines.
- Ability to provide constructive feedback to improve the quality of scientific grants.
- Excellent attention to detail.
- Demonstrated initiative.
- Strong interpersonal collaboration, negotiation and communications skills.
- Strong relationship building and management skills.
- Ability to achieve funding goals in a competitive environment.



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- Ability to maintain confidential information.
- Ability to work independently and as directed by the Director, Research Development and Partnership within the Research Development & Partnerships team.
- Behave in an ethical and professional manner at all times within the culture of Children's Cancer Institute.

MINIMUM REQUIREMENTS

Qualifications

- Tertiary qualified in relevant field and relevant experience within the tertiary education or MRI sector.

Experience and requirements

- Significant previous experience in the administration and management of grants in an academic setting
- Ability to build positive relationships across a wide range of stakeholders
- Understanding of the research environment and context
- High level communication skills
- Ability to meet strict deadlines and work effectively across a range of tasks simultaneously
- Strong commitment to quality, accuracy and attention to detail
- Ability to problem solve
- Previous experience or knowledge of funding organisations (such as the State and Federal government science-focused agencies, National Health and Medical Research Council or the Australian Research Council) would be an advantage.
- Sufficient knowledge and understanding of current science and medical research and to be able to support researchers to translate technical concepts into lay language
- Demonstration of experience in accurately managing records in a database and reporting from this (beneficial if this is within either the university sector or charity sector, and ideal if Raisers Edge or InfoEd)
- Demonstrated initiative in identifying new opportunities in this sector and matching these to the most relevant research project to successfully attract funding
- Passion for our cause and ability to communicate this in a compelling manner both in writing and in person



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KEY DELIVERABLES/EXPECTED OUTPUTS:

Grant Development and Research Management

- All grant applications submitted are eligible and compliant with funding guidelines
- Comprehensive rolling calendar for funding rounds and reporting
- Established, mutually respected relationship with researchers and translation of their funding needs into the Funding Needs Register
- Contribution to a cohesive and motivating team environment across the Research Development & Partnerships team

Consumer Engagement:

- Consumer engagement strategy
- Comprehensive rolling calendar for key consumer activities
- Strong base of relationships with consumer community

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing
- Use of Electronic Resources
- Occupational Health & Safety
- Appropriate Workplace Behaviour
- Privacy

SERVICE STANDARDS

- Respond to phone calls and emails within 48 hours

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

O H & S

- Must adhere to all OHS policies and procedures
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor



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- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Head | Research Development and Partnerships

Departmental Structure: See Organisation Chart

Note: *Reporting structure may change subject to management decisions and business requirements.*