



Position Description

JOB TITLE:	Research Grants Officer
DEPARTMENT:	Research Development & Partnerships
REPORTS TO:	Research Manager
LAST DATE REVIEWED:	November 2018

JOB SUMMARY

The purpose of this role is to generate and manage research funding in line with best practice research governance standards at the Children's Cancer Institute (the Institute). The Research Grants Officer will coordinate the following operational issues related to research activities with the aim of maximising funding opportunities and success, as well as ensuring compliance with relevant guidelines and regulations: grant funding, consumer engagement and research agreements. The role will work with the Trusts & Foundations Executive and various research teams at the Institute to identify relevant and attractive funding opportunities and translate these into compelling funding proposals, as well as liaising with researchers and the Finance Team to meet post-award research reporting and acquittal deadlines.

PRIMARY TASKS / RESPONSIBILITIES

Grant Development and Research Management

- Develop and manage the 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 budget preparation
- Ongoing development and maintenance of all paper and electronic files and records associated with Fellowships, Project Grants, Program Grants, Development Grants, Grants-in-Aid, Travel and other funding such as contract research and philanthropic grants that are provided to support investigator-initiated research projects and researcher salary awards.
- Effective 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
- 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 checklist to ensure grant applications address the requirements of the new NHMRC grant program
- Liaise with the Finance Team, Research Manager and Supporter Care Manager to develop effective, timely reporting of income and expense performance
- Develop a funding needs register
- Coordinating grants workshops and training for Institute research fellows, staff and students in partnership with the Researcher Development and strategy Manager.

Consumer Engagement:

- Understand the Institute's requirement for consumer engagement and develop and facilitate a framework to support this
- Develop and manage a rolling calendar of consumer engagement-specific activities
- Contribute to the 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



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KEY SKILLS

- Strong organisational and time management skills including the ability to set priorities, work within time frames and set deadlines
- 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
- Ability to maintain confidential information
- Ability to work independently and as directed by the Research Manager within the Research Development & Operations 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/or relevant experience within the tertiary education or MRI sector

Experience and requirements

- Significant previous experience in the administration 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 National Health and Medical Research Council or the Australian Research Council would be an advantage.
- Sufficient knowledge and understanding of 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: Research Manager

Departmental Structure: See Organisation Chart

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

APPROVED BY

All parties below need to approve by signature and date.

Peter Wejbora
Head Research Development and
Partnerships

Date: 19 November 2018

Name
Position

Date: _ _ _ _ _