

Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

Position description and person specification

Position title:	Research Grants and Development Officer	
Unit:	Support and Research	
Department:	Research	
Location:	202 Greenhill Road, Eastwood	
Manager:	Research Manager	
Employment:	0.8FTE, ongoing	
Last updated:	April 2024	By whom: General Manager Support & Research

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services
- is the state's leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies

Our core values are represented by three value statements:

 <p>Care</p> <p>We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.</p>	 <p>Integrity</p> <p>We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.</p>	 <p>Excellence</p> <p>We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.</p>
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Unit role and objectives

The Support and Research Department delivers comprehensive strategies aimed at reducing the impact of cancer. These include strategies to reduce the risk of cancer occurring, population screening to detect cancer and pre-cancerous lesions as early as possible, treatment, cancer support, palliation, research, advocacy and public policy. Support and Research teams undertake a range of research activities to reduce the impact of cancer by ensuring we have the best available evidence to inform our services and activities.

Position overview

This role sits within the Research team in the Support and Research Department. The Research team conducts monitoring, applied research and evaluation to inform the development of Cancer Council SA's cancer control programs and services and manages an external Cancer Council SA research grants program.

This role will work closely with the General Manager Support & Research and the Research Manager. The Research Grants and Development Officer will be required to provide project management and coordination support for the Cancer Council SA research grants program, including oversight of finances, reporting, contracts, assessment panels and management of all grant activities.

The role also involves the development and writing of competitive grant applications, to maximize external funding received by the organisation for infrastructure, research, and support services from various levels of government and other stakeholders. This position will collaborate closely with project owners, delivery managers, and business units to ensure effective grant management and supporting researchers and other staff on pre- and post-award grant management.

Reporting relationships

This position reports to:	Research Manager
Number of staff reporting to position:	Nil

Key accountabilities (outcome based)

- Working closely with the Research Manager to provide administration of grant schemes (pre- and post-award), including contracting, budgeting, reporting, coordinating application and assessment panels, data entry and communication with applicants and recipients.
- Coordinating and facilitating communications and advice to researchers in relation to the CCSA research program.
- Monitor grant expenditure, prepare financial reports and ensure compliance with grant agreements and contracts.
- Provide data analysis and reports including comprehensive research and business intelligence and other performance data to management as required.
- Identifying external funding opportunities and grant programs and work with divisions to improve awareness of grant applications and related processes.
- Facilitate collaboration between staff members to enhance information sharing and coordination to assist and develop grant applications.

- When required, liaise with internal and external colleagues, agencies and contractors to ensure research and evaluation activities run smoothly.

Protect your own health and safety and that of others by:

- complying with and actively contribute to the development of organisational policy and safety systems
- following reasonable instructions and training and complying with organisational policy and safety systems
- identifying and reporting workplace hazards and incidents to their supervisor
- complying with Cancer Council SA's OHS&W policies and procedures
- providing a safe working environment for all staff (paid and voluntary), contractors and invitees
- ensuring that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time

Special conditions

- the successful applicant must be a non-smoker
- intra/inter-state travel, out of hours and weekend work may be required
- appointment will be subject to a satisfactory police check and may require a further Department of Human Services clearance

Person specification (knowledge, skills and experience)

- A degree in a relevant discipline with subsequent relevant experience; or extensive experience of research administration; or an equivalent combination of relevant experience and/or education and/or training.
- Demonstrated experience in research administration and knowledge of research systems and processes.
- Excellent oral and written communication skills and attention to detail.
- Well-developed interpersonal skills, together with the ability to engage with a broad range of internal and external stakeholders.
- Excellent organisational and administrative skills with the ability to prioritise tasks, plan administrative tasks effectively, work to tight deadlines, anticipate future requirements, and monitor and review procedures.
- Demonstrated high-level information technology skills in using office computer applications, including the Microsoft office suite and databases.
- Self-motivation and adaptability to work under limited supervision with a willingness to accept direction.

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____