

Position Title: Grants Officer – pre award	Date Prepared: 21/04/2023
Position Reports To: Manager, Florey Grants Office	Theme/Team: Florey Grants Office
Classification: Higher Education Worker Level 6 to 7 (dependent on experience)	Location: Kenneth Myer Building and Melbourne Brain Centre
Key Relationships: <u>Internal:</u> <ul style="list-style-type: none"> • Researchers at all levels • Florey Finance, Enterprise & Innovation, Human Resources, Graduate Research, Grants/Fellows Assist panels <u>External:</u> <ul style="list-style-type: none"> • University of Melbourne/MDHS Research Offices • Relevant contacts at funding agencies 	Primary Purpose: <p>The Grants Officer will provide highly specialised service in managing pre-award processes and will be responsible for identifying and promoting peer reviewed research funding opportunities to Florey research staff. The Grants Officer will primarily manage Government Grant schemes, including but not limited to NHMRC, ARC, MRFF and others. They will be a recognised authority in these areas and provide guidance to researchers in the preparation of grant applications, and act as liaison between The Florey, funding bodies, Florey Department and Research Innovation and Commercialisation (RIC) at the University of Melbourne. The Grants Officer will also coordinate internal Grant/Fellows assist programs, using their relevant scientific knowledge to identify participants and encourage effective collaboration.</p>
Primary Responsibilities: <ul style="list-style-type: none"> • Working with broad direction, provide high quality support to the institute’s participation and success in all major external grant schemes through effective and efficient planning, coordination and promotion of those programs to researchers at all levels. • As a recognised authority in the specialised area, the Grants Officer will provide high quality pre-award support to researchers during grant award rounds across all relevant schemes, consistent with scheme eligibility criteria and funding rules. • Independently interpret existing policy and legislation to ensure all applications adhere to Florey procedures and policies, monitor for financial liabilities and coordinate institutional approval with the director’s office. • Have a leading role in grant administration and general administration, ensure data management systems are up-to-date, maintain and edit web content when required. • At all times relate to colleagues in a professional manner matching the Florey’s values, respecting people of diverse backgrounds and perspectives, working collaboratively to foster productive outcomes, model and support equity, demonstrate credibility and integrity. • Support the collective vision and mission of the Florey through <ul style="list-style-type: none"> • open and collaborative communication that promotes positive and respectful relationships • fostering and supporting innovation within the team and broader Institute teams • excellence in practice driven by a focus on equity, diversity and inclusivity 	

Occupational Health & Safety: <ul style="list-style-type: none"> • Eliminate, or otherwise reduce so far as practicable, the risks of injuries, diseases and ill health that arise as a result of Florey Institute activities through compliance with the Florey OH&S policy and procedure • Continually incorporate and support improvement of the management of OH&S practices for Florey related activities • Create and promote a positive and equitable workplace through awareness of issues that impact on health and wellbeing 		Skills/Qualifications: <ul style="list-style-type: none"> • Essential: Tertiary qualifications in a health science discipline and at least 4 years relevant experience or an equivalent combination of postgraduate qualifications and experience • Essential: scientific understanding and scientific/ biomedical terminology, including data presentation. • Essential: Ability to prioritise tasks, meet deadlines and manage multiple projects simultaneously • Essential: Strong customer service focus with the ability to represent the Florey Grants Office in a professional manner • Essential: High level interpersonal skills, oral and written communication skills • Essential: Demonstrated ability to maintain confidentiality and comply with privacy requirements • Desirable: understanding of grant sharing agreements. • Desirable: Familiarity with online grant application portals such as Sapphire, RGMS, RMS, Grants.gov would be beneficial 	
Special Requirements: <ul style="list-style-type: none"> • Preparedness to work outside office hours as required. • Vacation leave may be limited during peak times, particularly those leading up to major external deadlines 			
Experience/Knowledge: <ul style="list-style-type: none"> • Excellent administrative and organisational skills, demonstrated ability to manage multiple competing deadlines • Expertise in various software platforms including Microsoft suite, editing web-based content and seeking out new tools for novel process development • Very strong editorial and documentation skills, especially in relation to technical documents • Excellent numeracy, experience of project budgeting and adherence with complex financial policies, data analysis skills, and familiarity with database management systems 		General Attributes: <ul style="list-style-type: none"> • Uses flexible and adaptable communication skills to initiate and maintain relationships with peer & senior internal & external stakeholders • Confidently conveys information in a clear & interesting way. • Exercises judgement in handling complex problems and involving senior staff when necessary • Adheres to the highest standards of professionalism, resolving setbacks and ensuring adherence to reporting and documentation obligations in a timely manner. • Ability to prioritise tasks and meet deadlines and objectives • Has systematic approach and acute attention to detail. 	
Employee Name:		Employee Signature:	
		Date:	