

Position Description – Research Grants Officer (ARC)

Updated 08 May 2023

POSITION DETAILS	
College/Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Research Development and Support
Supervisor (Title)	Senior Research Grants Officer
Classification	Higher Education Officer Level 6
Employment Type	Continuing, Full-time

POSITION SUMMARY
<p>Under general to broad direction, the Research Grants Officer (ARC) will provide high level research administrative support to researchers, specifically regarding the identification of funding opportunities and the development, drafting and submission of research grant proposals.</p> <p>Working as a member of the RDS team the Research Grants Officer will work closely with stakeholders in providing project-based research administration support to assist with data capture and establish and sustain collaborative partnerships (internally and externally) to support Flinders research themes.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

KEY POSITION RESPONSIBILITIES

The Research Grants Officer is accountable for:

1. Identifying opportunities for external funding and grant programs and disseminating information through relevant communication channels.
2. Providing support for researchers, joint appointment and academic status holders to identify, develop and submit ARC grant applications.
3. Working closely with the Senior Research Grants Officer to provide research administrative support to ensure a targeted support framework for researchers is in place and delivered.
4. Coordinating and facilitating communications and advice to researchers and advising in relation to external grant guidelines and funding rules.
5. Assisting with the grant application lodgement processes which may include electronic systems such as the Australian Research Council's Research Management System (RMS).
6. Ensuring research data capture and grant submissions support Flinders research appointments within the designated College.
7. Assisting researchers with administrative preparation of research grants including the provision of advice relating to funding guidelines and budget requirements.
8. Reviewing and coordinating funding contracts and variations.
9. Assisting researchers and academic status holders by providing access and advice relating to the University's research policy and procedures.
10. Providing advice relating to research funding guidelines, budgets, and the terms and conditions of this funding.
11. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with subsequent relevant experience, or extensive experience and/or specialist expertise or broad knowledge in an administrative field, or equivalent combination of experience and/or education and/or training.
- Well-developed oral and written communication skills as well as interpersonal skills, together with the ability to engage with a broad range of internal and external stakeholders.
- Ability to apply analytical and problem-solving skills to understand a complex situation or problem and develop innovative ideas and opportunities for resolution.
- Demonstrated well-developed information technology skills in using office computer applications, including the Microsoft office suite and databases.
- Demonstrated experience in research administration support including interpreting funder guidelines performing compliance and expenditure checks, liaising with funders and post-award matters.
- Knowledge of research systems and processes including the major grant funding bodies research grants management systems and the University's research information systems such as Service One and PURE.