



Grants Officer
Full-Time Role
Position ID: 2012-NCO-01

- ***Support medical researchers as they strive for improvements in health and well-being both locally and internationally***
- ***Use your skills and experience to support our growth***
- ***Become a key resource in a small team dedicated to review of applications and management of research grants***
- ***Excellent salary packaging benefits***

Prince Henry's Institute is committed to improving health and well-being through research in the fields of reproductive health, cancer, diabetes, obesity, bone health and cardiovascular disease. Our institute is an Australian medical research organisation located in Melbourne's southeast research and knowledge precinct and fosters a cohesive team of approximately 150 scientists, students and support staff.

Supported by the Grants and Commercialisation Manager, you will coordinate the review, submission, reporting and management of external competitive research funding applications.

Using your skills and experience, including post-graduate tertiary qualifications in preferably in medical sciences or a related field, you will have experience in grant funded laboratory and/or clinical research environment. You will have excellent writing skills and preferably experience in preparing, reviewing and editing research grant proposals.

You will have an outstanding attention to detail and thrive on handling multiple projects. As part of a small team in a not-for-profit environment, your enthusiasm, innovation and self-motivation will be valued and appreciated. A creative approach to problem solving and an empathetic approach will assist you being successful in this role.

The salary level for this position will be set in accordance with your qualifications and experience and is expected to be in the range of \$60-63,000, plus superannuation and access to outstanding salary packaging benefits.

Key selection criteria:

- Tertiary qualifications in medical sciences or related field
- Previous experience in grant funded laboratory and/or clinical research environment
- Excellent writing skills
- Experience in preparing, reviewing and editing research grant proposals
- Knowledge of NHRMC grant related processes including RGMS software
- Excellent organising ability, and capacity to manage projects on time

Please see our website: www.princehenrys.org for a copy of the Position Description. Apply by sending your CV and a brief cover letter addressing the key selection criteria (quoting position id: 2012-NCO-01) to hr@princehenrys.org by 8am on 6 February 2012.