



POSITION DESCRIPTION

Title:	Grants Officer
Area/Group:	Scientific Support Group
Reporting to:	Grants and Commercialisation Manager – Neil Owens
Date Last Updated:	January 2012
Current Occupant:	New Position

1. About Prince Henry's Institute

Prince Henry's Institute is a NHMRC accredited, not-for-profit, independent medical research institute located at Monash Medical Centre in Clayton, Victoria, Australia. The Institute employs approximately 100 research staff, 20 administration/support staff and hosts over 40 undergraduate and postgraduate students.

Institute research impacts five major themes: cancer, cardiovascular disease, gene & healthy development, men's health, and women's health. The Institute works to improve the quality of life by finding and improving methods for prevention, diagnosis and treatment of a variety of health conditions.

2. Purpose of Position

The Grants Officer will be responsible for assisting in coordination of external competitive funding applications and reports for the Institute's academic and administrative interactions. This involves assisting Institute researchers with grant application preparation, submission, and reviewing applications for competitiveness and eligibility. Additionally, the Grants Officer will be involved in projects to meet administrative needs of the institute and the Grants Office.

The Grants Officer position is a member of the Scientific Support Group and reports to the Commercialisation and Grants Manager.

3. Accountabilities and Responsibilities

Grants Management

Assist with coordination of PHI applications to external funding agencies.

Form part of a core team for review of funding applications to ensure eligibility requirements are met and grant applications are submitted within specified timeframes. At peak times (February & March in particular) this aspect of the role will involve work after hours.

Liaise with researchers to ensure that reporting and other post-award requirements of funding organisations are met. Review reports to philanthropic agencies and develop means to improve the reporting processes.

Coordinate Institute funding submissions for equipment.

Information Management

Maintain research office records and databases so as to ensure that such information is readily available for use in internal reports, governmental surveys and as required by key stakeholders.

Maintain records of current and completed grants.

Maintain an up-to-date database of funding opportunities and disseminate such information in a proactive, targeted and timely manner.

Maintain and further develop grant information pages on the PHI intranet, to provide easy access to funding opportunity information for staff members.
Provide advice/recommendations on a range of opportunities for external research funding and research income matters as required.
Develop means by which information about funding body developments are captured and communicated to staff members.
Maintain Institute's records on ethics applications and approvals.

Internal Engagement

Assist and encourage researchers in achieving grant objectives.
Act as a resource to provide information on grant agency requirements (rules & regulations) and conditions of award. Liaise with granting agencies regarding grant requirements.
Identify new funding opportunities and develop internal communication program to effectively disseminate information in proactive and timely manner.
Liaise with research staff on grant content, appropriateness of funding type/source and researcher needs and ensure senior researcher approval, including review grant applications prior to submission.
Liaise with Finance to track receipt of grants and acquittals.
Support staff in preparation of applications for specific awards.

Assist with External Partner Engagement

With the Commercialisation and Grants Manager strengthen and maintain key partnerships with contacts external to the Institute, particularly external funding bodies and agencies.
Attend external information sessions related to funding opportunities.
Assist in providing information about PHI research in a form that is engaging to the philanthropic community, as well as updates on research and funding successes to the Communications Office.
Assist with drafting Institute reports and Institute responses to government consultation documents.
Assist with data analysis for reporting to commercial and government bodies.

Research Policy and Compliance

Develop familiarity the Institute's framework of research-related policies and how these are met within PHI.
Develop an understanding of the relevant Australian legislative and code requirements, in particular the NHMRC/AVCC's "Australian code for the Responsible Conduct of Research".

Compliance and Legislative Knowledge

Comply with PHI policies and procedures and relevant appropriate legislation
Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

4. Working Relationships

Internal

Grants and Commercialisation Manager
Grant applicants – PHI researchers across all levels of the Institute.
Scientific Support Staff.

External

Australian Government funding bodies, in particular the NHMRC.
Local Monash Health Translation Precinct (MHTP) partners: Southern Health,

Monash University, Monash Institute of Medical Research.
 International funding bodies.
 Local and national philanthropic agencies.

5. **Selection Criteria**

Qualifications

Essential

Post-graduate tertiary qualifications preferably in medical sciences or related field.

Knowledge & Skills

Essential

Experience with grant funded laboratory and/or clinical research environments.
 Excellent writing skills.
 Effective verbal and interpersonal skills.
 Analytical skills demonstrated by constructive analysis and presentation of data.
 High level proficiency with Microsoft Office, particularly with Word and Power Point. Proficiency with Endnote.
 Knowledge of the research environment within Australia, whether University or Institute based.
 An understanding of at least one of the Institute's research themes.

Desirable

Experience in preparing, reviewing and/or editing research grant proposals.
 Demonstrated ability to communicate research to those outside of their discipline and to the non-scientific community.
 Experience in writing scientific manuscripts for publication in peer-reviewed journals.
 Successfully having obtained funds through a competitive grant application.
 Some knowledge of NHMRC grant related processes, including NHMRC grants management software (RGMS).
 Proven ability to interact effectively with a range of people.

Personal Qualities

Highly organised with an ability to manage workload to meet deadlines.
 An ability to deal effectively with a range of personnel and organisations.
 Ability to maintain confidentiality, act with discretion and maturity.
 Exceptional time management skills to enable strict adherence to timelines.
 Meticulous attention to detail.
 Highly ethical, credible and with strong integrity.
 Willingness and availability to work outside of regular hours during periods of heightened workload, especially during February & March.

Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	