

<b>Position Title</b>	Research Grants Officer
<b>Group/Portfolio</b>	Office of the Deputy Vice Chancellor (Research) / Office for Research
<b>Classification</b>	HEW Level 7
<b>Position Number</b>	00062033
<b>Reports To</b>	Senior Research Grants Officer
<b>Employment Type</b>	Fixed term

## 1.0 Position Purpose

The primary role of a Research Grants Officer is to provide high quality research support to the Griffith University community and key stakeholders. The objective is to increase external funding of Griffith University research and ensure that the University maintains a good reputation for effective grant management and administration. The role will may undertake pre-award (application review) and post-award (grant establishment) activities dependent on organisation needs.

## 2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications in an appropriate field with relevant work experience in a research grants administration field (preferably with grant funding review experience); or extensive experience in a related administrative field.

## 3.0 Key Responsibilities

### ***As part of the Post-Award Team:***

- Manage the post award administration of research fellowships and grants including liaison with granting agencies, partner research organisations and researchers to negotiate research grant contracts and variations to contracts on behalf of the University.
- Provide advice on contractual documentation presented to the University, and recommend responses to the same.
- Manage the non-financial aspects of the University's research grant reporting obligations, including end of year reporting to the ARC and NHMRC.

### ***As part of the Pre-Award Team:***

- Provide expert reviews of grant applications to ensure compliance with scheme guidelines, University policies and procedures. Ensure that applications meet eligibility requirements and quality standards. Provide detailed feedback to researchers, including advice on ways to make research grant applications more competitive.

- Develop processes and quality assurance mechanisms to optimise outcomes for the University from participation in grant application rounds including developing checklists based on scheme guidelines, drafting EOI calls, and preparing information or resources to support researchers and assist research grants officers.
- Plan, organise and participate in research funding seminars/workshops for specified schemes or projects.

***Other duties:***

- Perform other duties as required by the Senior Manager, Research Grants and Deputy Director and Director, Office for Research
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### **4.0 Key Capabilities**

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self/Others section of our [Capability Development Framework](#).