Position Title	Research Grants Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	HEW Level 7
Position Number	00062748
Reports To	Research Grants Manager
Employment Type	Fixed Term

1.0 Position Purpose

The primary role of a Research Grants Officer is to provide high quality pre-award administration services 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.

2.0 Eligibility Requirements

- A degree with appropriate work experience in a similar field; or extensive experience in a related administrative field.

3.0 Key Responsibilities

- Coordinate and provide expert reviews of grant applications to ensure compliance with scheme guidelines, University policies and procedures. Ensure that applications meet eligibility requirements and academic standards.

- Provide detailed feedback to researchers, including advice on ways to make research grant applications more competitive.

- Contribute to the development of processes and quality assurance mechanisms to optimise outcomes for the University from participation in grant application rounds.

- Plan, organise and participate in research funding seminars/workshops for specified schemes or projects.

- Perform other duties as required by the Senior Manager, Research Grants 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 section of our Capability Development Framework.