

Job Description

Details

Job title	Senior Research and Grants Officer	Team	Research and Grants
Reports to	Senior Manager – Research and Grants	Job status	Permanent
Direct reports	Nil	Hours	Part Time (0.8 FTE) or Full Time

Our Vision and Mission

Our Vision	The best possible health for every child, in every family, in every community in Queensland	
Our Mission	We partner with the community to improve children's health by supporting and funding clinical care, research and education	
Our Values	Accountability	We aim to deliver high impact results, are accountable for our actions and resources and communicate this openly and honestly
	Recognition & Respect	We are respectful in all our interactions and committed to recognising others and valuing their contributions
	Care	We care for everyone we impact – the children always come first
	Working Together	We selflessly support and trust each other and our teams, share our ideas and goals, work hard, have fun and celebrate our achievements
	Excellence & Innovation	We strive for excellence, encourage innovation and develop our skills to achieve our best

Key Relationships

Primary internal relationships	Finance team, Fundraising and Marketing Team, and Mission Related Services teams
Primary external relationships	Research Advisory Committee, Children's Health Queensland, Centre for Children's Health Research, Researchers, Clinicians, Queensland-based research institutes

The Person

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| Qualifications | <ul style="list-style-type: none">• Appropriate undergraduate qualifications or an equivalent combination of relevant experience and education/training. |
| Skills and Experience | <ul style="list-style-type: none">• Demonstrated experience in a research and/or grants administration role;• Demonstrated ability to liaise with relevant internal and external stakeholders and build constructive and effective relationships, preferably with researchers and/or clinicians;• Demonstrated experience maintaining accurate records including data entry, extraction, analysis, monitoring and compliance;• Ability to work autonomously and exercise significant initiative and judgement, while working within a complex organisational environment;• Willingness to work collaboratively within a high performing team;• Strong oral and written communication skills;• Experience or ability to quickly acquire relevant business and systems knowledge, ensuring systems and files are updated and maintained accurately;• Strong organisational skills and attention to detail;• Experience in contract negotiation and execution;• Excellent time management skills with the ability to handle the administration of projects within tight timeframes and perform under pressure;• Experience in managing Committees is desirable but not essential;• Experience in coordinating competitive research grant rounds OR demonstrated experience in coordinating applications to competitive research grant rounds is desirable. |

Job Purpose

Primary purpose of role

The Senior Research and Grants Officer is responsible for supporting the Senior Manager – Research and Grants in the overall delivery of the Foundations grants program and managing the Foundation’s portfolio of existing grants. This includes maintaining appropriate documentation and records, liaison with key stakeholders, advertising and communications, and providing effective and timely reporting.

Key Responsibilities

Grant Round Management

- Responsible for drafting and preparing information and communiques in relation to the promotion and management of existing grant rounds
- Responsible for the development of guidelines, criteria, application forms and supporting documentation for established grant rounds

- Responsible for liaising with other parties involved in the coordination and implementation of the grant round, e.g. co-funding partners
- Responsible for responding in a timely and professional manner to questions from applicants and other stakeholders pertaining to the round
- Responsible for the grant application eligibility and screening process
- Responsible for coordinating the assessment of applications by the Research Advisory Committee ensuring that all eligible applications are appropriately reviewed in a timely fashion within the framework
- Responsible for coordinating the moderation of grant applications including collating Research Advisory Committee feedback and scheduling committee members' involvement
- Responsible for the coordination of all aspects of grant round interviews including organising room bookings, preparing hardcopy applications, scheduling interview times, obtaining presentations, organising catering, taking minutes and collating Research Advisory Committee recommendations
- Any other duties as required

Existing Grants Management

- Responsible for drafting, executing and the ongoing management of new research grant deeds and contracts
- Responsible for the ongoing management of all established grant agreements including processing variation requests and drafting contract amendments
- Assist with managing quarterly financial reports in relation to grants paid and acquittals
- Responsible for the monitoring and evaluation of all research grants to ensure compliance with contractual obligations, including escalating issues of non-compliance and developing and implementing corrective and preventative action plans as required
- Undertake general administration tasks including, raising purchase orders, filing, tracking invoices and maintaining registers

Communication Management

- Responsible for notifying all successful and unsuccessful applicants of outcomes after the decision-making process
- Responsible for the delivery of workshops, education sessions and events that are relevant to the research and grants program
- Provide regular research and grants updates to relevant stakeholders
- Assist with the development of marketing and communications materials as required

Compliance

- Responsible for writing, maintaining and reviewing standard operating procedures for the Research and Grants team and in accordance with the policy register
- Responsible for developing regular and ad hoc reports that are accurate and provide insight into current operations

- Responsible for the development and implementation of frameworks to facilitate the highest standards of research and grants management and compliance

Work Health & Safety

- Comply with and champion all Children’s Hospital Foundation workplace health and safety policy and procedures
- Take reasonable care at work to ensure your own and others’ safety
- Report all known or observable hazards

Competencies

Decision Quality	Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn’t stop at the first answers.
Strategic Agility	Sees ahead clearly; can anticipate future consequences and trends accurately; has board knowledge and perspective; is future orientated; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
Organising	Can marshal resources (people, funding, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Process Management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can’t; can simplify complex processes; gets more out of fewer resources.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Managing Vision Purpose	Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organisations.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

Technical Learning	Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product or technical knowledge; does well in technical courses and seminars.
Total Work Systems	Is dedicated to providing organisation or enterprise-wide common systems for designing and measuring work processes; seeks to reduce variances in organisation processes; delivers the highest quality products and services which meet the needs and requirements of internal and external customers; is committed to continuous improvement through empowerment and management by data; leverages technology to positively impact quality; is willing to re-engineer processes from scratch; is open to suggestions and experimentation; creates a learning environment leading to the most efficient and effective work processes.
Standing Alone	Will stand up and be counted; doesn't shirk personal responsibility; can be counted on when times are tough; willing to be the only champion for an idea or position; is comfortable working alone on a tough assignment.
Interpersonal Savvy	Relates well to all kinds of people – up, down, sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high tension situations comfortably.
Self Knowledge	Knows personal strengths, weaknesses, opportunities and limits; seeks feedback; gains insight from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced performance reviews and career discussions.

Other Considerations

The Children's Hospital Foundation is committed to child safety. The *Commission for Children and Young People Act 2000 (QLD)* requires that people who work with children in certain categories of employment undergo the 'working with children' check. All Foundation employees must be eligible for a Blue Suitability Card, issued by the Department of Justice and Attorney-General. The issue and maintenance of a positive suitability notice could be a requirement for continued employment at the Foundation.