

# Job Description

## Details

<b>Job title</b>	Senior Grants Officer	<b>Team</b>	Grants Team
<b>Reports to</b>	Head of Grants	<b>Job status</b>	Permanent
<b>Direct reports</b>	Nil	<b>Hours</b>	Part Time (0.9 FTE)
<b>Updated</b>	June 2021		

## Our Vision and Mission

<b>Our Vision</b>	For every sick child to have the best possible health care, with access to world class research and clinical treatment in a healing environment	
<b>Our Mission</b>	We help save children's lives and work wonders for sick kids and their families	
<b>Our Values</b>	<b>Accountability</b>	We aim to deliver high impact results, are accountable for our actions and resources and communicate this openly and honestly
	<b>Recognition &amp; Respect</b>	We are respectful in all our interactions and committed to recognising others and valuing their contributions
	<b>Care</b>	We care for everyone we impact – the children always come first
	<b>Working Together</b>	We selflessly support and trust each other and our teams, share our ideas and goals, work hard, have fun and celebrate our achievements
	<b>Excellence &amp; Innovation</b>	We strive for excellence, encourage innovation and develop our skills to achieve our best

## Key Relationships

<b>Primary internal relationships</b>	Finance team, Fundraising and Marketing team, and Patient and Family Support team.
<b>Primary external relationships</b>	Research Advisory Committee, Children's Health Queensland, Centre for Children's Health Research, researchers, clinicians, Queensland-based research institutes.

## The Person

**Qualifications** • Appropriate undergraduate qualifications or an equivalent combination of relevant experience and education/training.

**Skills and Experience**

- Demonstrated experience in a grant's 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
- Experience in coordinating competitive research grant rounds or demonstrated experience in coordinating applications to competitive research grant rounds
- 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

## Job Purpose

**Primary purpose of role** The Senior Grants Officer is responsible for supporting the Head of Grants in the overall delivery of the Foundation's 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 and new grant rounds
- Responsible for the development of guidelines, criteria, application forms and supporting documentation for established and new 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 a grant round
- Responsible for the grant application eligibility and screening process
- Responsible for coordinating the assessment of grant applications by expert review committees including 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 research grant applications including collating Research Advisory Committee feedback and scheduling committee members' involvement
- Responsible for the coordination of all aspects of grant round interviews (primarily research) 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 grant deeds and contracts
- Responsible for the ongoing management of all established grant agreements including processing variation requests and drafting contract amendments
- Responsible for managing monthly financial reports in relation to grants paid and acquittals including the reconciliation between Xero and Smarty Grants.
- Responsible for the monitoring and evaluation of all grants to ensure compliance with contractual obligations, including escalating issues of non-compliance and developing and implementing corrective and preventative action plans as required.

**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 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 Grants team and in accordance with the policy register
- Responsible for progress reports and final reports that capture impact on children's health outcomes
- Responsible for the development and implementation of frameworks to facilitate the highest standards of grants management and compliance

**Information Systems Management**

- Oversee the grants management systems including the development and documentation of all system configurations, ensuring it responds to changing requirements.

**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

<b>Problem Solving</b>	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
<b>Informing</b>	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit and/or the organisation; Provides individuals information so that they can make accurate decisions; is timely with information
<b>Peer Relationships</b>	Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; Can solve problems with peers with minimum noise; is seen as a team player; easily gains trust and support of peers; encourages collaboration; can be candid with peers
<b>Functional Technical Skills</b>	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
<b>Organising</b>	Can marshal resources 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
<b>Action Orientated</b>	Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others

## Other Considerations

The Children's Hospital Foundation is committed to child safety. The Working with Children (Risk Management and Screening) Act 2000 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 is a requirement for continued employment at the Foundation.