

Job Description

Position Title

Funds Advisor - Senior

Overview

At UniServices, we bring ideas to life. We partner with the best minds in business and academia to apply intelligent thinking to ideas that have the potential to change the world.

Together with our partners, we look to the future, imagine the possibilities, and innovate for public and private good. For nearly 30 years, we've collaborated with hundreds of organisations on thousands of projects in New Zealand and around the world.

At UniServices, our imagination knows no bounds. With the full strength of the University of Auckland behind us, our team is dedicated to working with our customers to make a difference to people's lives.

Reports To

Funds Advisor Team Manager

Roles Reporting to this Position

None

Primary Objective of the Position

To provide advice and support to Researchers/Principal Investigators and their faculties for funding rounds to ensure applications submitted are of a sufficiently high quality and standard to increase the possibility of funding success.

Functional Relationships

Internal:

- Funds Relationship Managers
- Funds Administrators
- Business Development Managers
- Contracts Team

External:

- Funding agencies ("Funders")
- Research Services Manager/Research Programme Managers/Coordinators
- Associate Deans (Research)
- Researchers
- Consultant Editors

Financial Responsibility

Nil (any campaign budgets will be held by others in UniServices or faculty or DVCR – TBC.)

Responsibilities and Accountabilities

Funds Advisory:

- Identify and create opportunities in the funder portfolio, assist Business Development Managers to bring opportunities to fruition
- Develop and implement campaign plans for an assigned funder portfolio. Facilitate those campaigns and workshops, sourcing experts to support and advise Researchers on their applications.
- Notify the nominated key contacts in the University responsible for research planning activities, about funding rounds, roadshows and similar activities in advance.
- Create, update and communicate the annual funder/grant calendar, working with Funds Relationship Managers and relevant Business Development Managers for input.
- Develop and maintain current, in-depth knowledge about the different funders and their processes and requirements (KPI – create SOPs)
- Build a knowledge database of budgeting requirements and agreed rates for funders.
- Distribute information on funding rounds through relevant channels i.e. emails, intranet, funding calls etc. and keep these updated.
- Identify overlapping bids in selected rounds and work with the Funds Relationship Managers and relevant Business Development Managers on the applications to progress.
- Work with the Researchers and/or Research Programme Managers to determine if writing or copy editing support should be provided and escalate this for approval to Funds Advisor Team Manager.
- Undertake Quality Assurance and compliance checks ensuring faculty approvals and funder requirements are met before the application is submitted.
- Maintain tips and FAQs on how to prepare good funding applications.
- Submission of all international bids via funder portals or gateways, administration of portals and access permissions/delegations.
- Work with the Business Intelligence Analyst to run reports and/or surveys; to analyse the efficacy and success of given funding rounds and campaigns, and write post-round/campaign reports for the Funds Advisor Team Manager as required.
- Maintain strong peer-to-peer relationships with relevant funders.
- Post award activities include linking researcher to contracting team for award establishment when bid is successful, seeking and disseminating feedback to stakeholders in the event of bid being unsuccessful.

General::

- Provide a customer centric service to Researchers and their faculty-based research support teams.
- Support and assist colleagues and wider teams to meet the objectives of the team and organisation as a whole.
- Identify and contribute to improvements that may help improve efficiency, productivity, and culture of the team.
- Take the time to understand other roles in the wider organisation and contribute to a positive, collaborative culture of the organisation.
- Demonstrate an understanding and a commitment to Te Tiriti o Waitangi and partner as appropriate with tangata whenua with integrity and in a way that supports the vision and values of the company and the aspirations of our partners.

- Demonstrate the values of the company which highlight our commitment to valuing and showcasing the richness, talents and backgrounds of our team in all its diversity and with each and every engagement so that we have people who feel, both safe and empowered to bring who they are to the work they do and the workplace they are in.

Person Specification
Funds Advisor

Essential	Preferred
(These are the qualifications, attributes and experience essential to perform the position.)	(These are the qualifications, attributes and experience that would add value to performing the position and may increase the chance of being promoted.)
Education and Qualifications	
Relevant Tertiary degree or equivalent professional qualification.	Relevant tertiary qualification in science, engineering, health, social sciences.
Experience and Personal Qualities	
<p>A minimum of 5 years' experience working in a large complex organisation and/or Research Management experience within a public/government agency.</p> <p>Ability to work under pressure to external deadlines.</p> <p>Ability to navigate a variety of processes and systems to generate important data and information.</p> <p>Ability to review large amounts of documents quickly and accurately for Quality Assurance purposes.</p> <p>Ability to identify applications and Researchers likely to be successful within a particular funding round.</p> <p>Excellent communication skills.</p> <p>Outstanding planning and organisation skills.</p> <p>Excellent stakeholder management skills.</p> <p>Good interpersonal skills.</p> <p>Ability to multi-task.</p> <p>Ability to work through and with others – collaborative and collegial.</p>	<p>Experience and knowledge of the International research funding environment.</p> <p>Experience working in a University or Research organisation.</p>

Competency Descriptors for Funds Advisor

Competency	Example Behaviours
Working With People	<ul style="list-style-type: none"> • Takes decisive and confident action when necessary. • Acts on own initiative without being prompted. • Shows honesty about personal mistakes and shortcomings. • Takes personal responsibility for own actions.
Relating and Networking	<ul style="list-style-type: none"> • Listens to what others have to say to consider their perspective. • Promotes a climate of trust, consideration and collaboration. • Asks for advice when experiencing difficulties. • Takes into account how own behaviours impact on others when taking action. • Updates others on progress, sharing relevant information.
Persuading and Influencing	<ul style="list-style-type: none"> • Builds open, positive relationships with others. • Manages situations with tact and diplomacy. • Encourages others to co-operate across team boundaries. • Establishes an effective network inside and outside of the organisation.
Planning & Organising	<ul style="list-style-type: none"> • Identifies key risks and dependencies in plans. • Progresses several issues simultaneously. • Monitors progress against deadlines and milestones. • Manages own time to balance current and longer-term issues.
Presenting & Communicating Information	<ul style="list-style-type: none"> • Presents views clearly and concisely. • Ensures the content and style of own communication suits the intended audience. • Checks that the message has been heard and understood when communicating.
Analysing	<ul style="list-style-type: none"> • Questions and challenges assumptions. • Translates ideas into practical solutions. • Focuses on critical detail whilst retaining an overview. • Ensures proposed solutions take account of the practical implementation. • Suggests solutions when reporting problems upwards.