

Position Description

Position	Grants & Contract Officer
Department	CEO Department
Employment Terms	Full Time
Direct Manager	Strategic Medical Research Advisor
Location	Woodville

Position Overview:

The Grants & Contract Officer supports the administrative functions related to the grant rounds and approved grants at THRF: processing research-related contracts, assisting with problems and issue identification and resolution, assisting with identifying and realising opportunities for improving THRF's policies, processes and procedures. The Grants & Contract Officer works in close collaboration with other departments at THRF and a wide range of stakeholders: the grantees, the panel of assessors, the administering institutions and other high-level managers in universities, health networks and agencies.

Key Stakeholders / working relationships

The position reports directly to the Strategic Medical Research Advisor. In addition, you will work closely with:

- Chief Executive Officer
- Senior Executive Team;
- Operations Teams;
- Other staff of THRF, TRH; and
- THRF Ambassadors and other key external stakeholders

Special Conditions

- Must possess a current Driver's Licence

Main Duties / Key Responsibilities

Responsibilities include but are not limited to the following:

	Quadrant
<ul style="list-style-type: none"> • Participate in structuring the grants department processes and procedures and adapting them to the unique environment at THRF 	2
<ul style="list-style-type: none"> • Advise and participate in writing of guidelines, application forms and other grant-related documentation associated with grants 	2

• Participate in developing and reviewing grants policies and procedures	2
• Facilitate and maintain the classification of documents	3
• Prepare contracts between THRF and the relevant administering institutions (AIs) in South Australia and interstate and resolve any queries or issues related to the contracts	2
• Manage THRF's online grant management system, SmartyGrants: including creating and updating application forms, creation of grant rounds and completing any tasks assigned to you within the system	2
• Maintain the grants database	3
• Perform small data analysis of the database according to the needs and questions of the team	2
• Liaise with applicants and respond to any enquiries	3
• Liaise with grantees about advancement of their projects and reaching of milestones	3
• Build relationships and liaise with AIs, grants officers in other health networks and attend liaison meetings	3
• Liaise with the communications, marketing and finance departments within THRF	3
• Liaise and work with THRF's panel of interstate assessors, address queries and solves problems	2

Qualifications / Knowledge / Experience

- Degree qualifications in a related relevant discipline
- Demonstrated experience undertaking grants program or equivalent administration activities in a medical research environment

Personal Attributes / Abilities

- Excellent interpersonal skills with an ability to work with a range of internal and external stakeholders
- Strong attention to detail with sound analytical skills and proven track record in working with databases
- Demonstrates excellent written and verbal communication skills
- Proven ability for independent thinking and taking decisions
- Proven ability to work effectively with a multi-disciplinary team across different organisations
- Solution focused with an eye for innovation.
- Positive attitude and a motivated, enthusiastic and outgoing approach
- Ability to develop and maintain effective professional networks and relationships
- Ability to prioritise workload to meet deadlines
- Ability to work in a results-oriented environment and deliver results within specified deadlines

Key Behavioural Qualities

Our core values are embedded in everything we do at THRF. All employees are expected to behave in accordance with the THRF core values and behaviours below.

VALUES



CULTURE

Be proud of what we do and why we do it, treat each other with respect and honesty, work as a team to achieve common goals, support the work life flexibility needs of our colleagues, and aspire to be considered an employer of choice because of the way we support, encourage and inspire our people to be the best they can be.



PROFESSIONALISM

Act ethically and professionally in all that we do.



ACCOUNTABILITY

Be accountable to each other, our donors and our supporters.



SUPPORTER CENTRIC

Donors and buyers are the centre of everything that we do. Their ongoing engagement is our licence to exist and we place their needs at the centre of all we do.



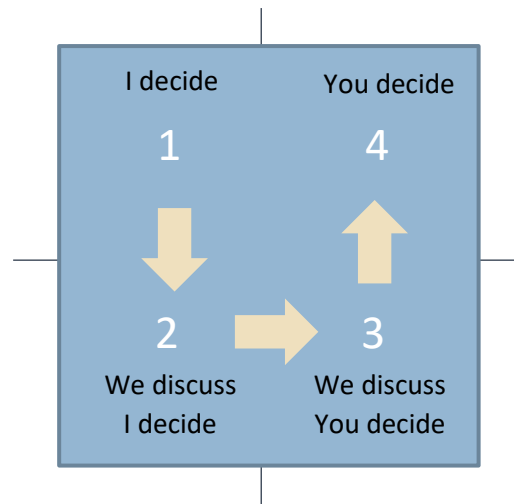
INNOVATION

Use every opportunity to innovate regarding what we do and how we do it. Innovation is each team member's responsibility. From the smallest improvement to the largest advancement, every minor innovation is a victory.

Additional Considerations

- **Confidentiality** – This position is one that involves dealing with confidential information. It is vital for the ongoing credibility of the Foundation and the Hospital that information is dealt with in the strictest confidence and not relayed to persons outside the Foundation

THRF 4 Quadrants of delegation





the hospital
research foundation
finding cures improving care

THRF People and Culture Policies and Procedures

Section 2: Employment Relations
Grants Officer – Position Description

Date

Authorised by

Acknowledgement

I have read and I understand the key requirements of the position as contained in this position description.

Employee: (Print Name)

Signed: