



Research Grants and Development Assistant

Position title: Research Grants and Development Assistant

Division/Department: Research Grants and Development

Position reference:

Remuneration range:

Position reports to: Head, Research Grants and Development

Positions reporting to this one: None

Classification: HEW 5.1-5.8

Work location: Parkville

Employment type: Full-time

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Closing date:

Position overview

The role of the Research Grants and Development Office is to increase the Institute's research performance and profile by partnering with researchers, research teams, senior leaders and Professional Services Teams to secure competitive national and international research funding, increase the level and diversity of research funding and facilitate excellent research outcomes by delivering researcher development strategies. The Office provides professional, accurate and strategic advice, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between Institute researchers and external partners; for example, funding bodies, collaborators, industry, government and regulatory authorities.

The Office will lead the development, submission and management of all competitive research grant funding, including National Health and Medical Research Council (NHMRC), Medical Research Future Fund (MRFF) and other local and international schemes from government, philanthropic and industry sources. The Team works with researchers to provide advisory and administrative support throughout the entire lifecycle of a grant.

The Research Grants and Development Assistant will be a key member of the Research Grants and Development Office, supporting the activities of the Office to enable researchers at the Institute to obtain and manage research grant funding. The role will support the implementation and evaluation of all Institute-wide research development initiatives. The Incumbent will manage reporting requirements, the team inbox, data, support compliance checking at peak periods, respond to general researcher queries, manage funding opportunities via internal systems, support post-award management, and streamlining of processes and procedures for the team.

Organisational environment

The Walter and Eliza Hall Institute of Medical Research

The Institute is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research.

With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing,

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advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

The Institute is organised around five themes; Cancer Research and Treatments; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology.

This Institute is committed to delivering long term improvements in treating and diagnosing diseases, with many national and international clinical trials underway based on research undertaken at the Institute.

The Institute's main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production.

Organisational objectives

Discovery and translation

To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

Education and training

To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

Organisational culture

To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

Engagement

To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

Sustainability

To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

Organisational values

- Contribution to Society
- Integrity and Respect
- Collaboration and Teamwork
- Accountability
- Creativity
- Pursuit of excellence

Key responsibilities

Research Grant Support

- Develop an awareness of local and international funding trends.
- Identify research grant opportunities for Institute researchers and support them to prepare applications.

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- Review grant applications to external sponsors for eligibility, compliance and clarity.
- Support the implementation of team initiatives to increase research income.
- Maintain a comprehensive and up to date funding opportunities register relevant to research activities at the Institute.
- Support post-award grant management, liaising with Research Grants and Development Office Team members and other professional services teams as required.

General

- Liaise closely with and respond to queries from researchers and WEHI staff about grant matters via the team inbox.
- Support the implementation of Institute systems and processes to enable Research Grants and Development Office activities.
- Support the development of resources for internal team and external WEHI community purposes and maintain an active and up to date presence on the intranet.
- Engage in process improvement to ensure efficient, streamlined and effective research grant management.
- Undertake data entry and ensure up-keep of records, databases, filing systems and ensure timely reporting (scientific and financial) to funding agencies.
- Ensure accurate record keeping of submissions and awards; monitor progress and success rates; support the preparation of regular performance analysis and management reports.
- Maintain positive working relationships with internal and external stakeholders and provide proactive and customer-service oriented advice to the WEHI community.
- Engage with the research sector broadly (e.g. University and Medical Research Institute colleagues, Australasian Research Management Society) to ensure best practice at all times.

Undertake other responsibilities as required from time to time by the Head, Research Grants and Development and Senior Research Grants and Development Managers appropriate to the classification level.

Key selection criteria

Education/Qualifications

1. The appointee will have an equivalent mix of education and relevant experience.

Knowledge and skills

2. Excellent organisational skills, the ability to prioritise tasks, multitask, and the ability to anticipate future requirements and work under pressure.
3. Well-developed problem-solving skills and initiative.
4. Excellent written and oral communication skills, as well as demonstrated customer service skills in liaising with stakeholders at a variety of levels.
5. Ability to work under pressure while maintaining strong attention to detail.
6. A demonstrated ability to work independently as well as part of a team.
7. Proficiency in, but not limited to: Microsoft Office suite of programs, Adobe Acrobat.

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8. Ability to maintain a high level of confidentiality.
9. Familiarity with competitive research grant funding opportunities would be an advantage.
10. An inclusive work style and ability to work supportively within a small team and collaboratively across the Institute.
11. High level of energy, enthusiasm and initiative and a proven ability to thrive in a fast-paced environment and under pressure, with a commitment to continuous personal and business improvement.

A safe and sustainable workplace

The Institute is committed to developing a safe and sustainable work place with rigorous risk, compliance and governance systems. As an employee you are expected to:

- Comply with Institute policies, plans and procedures.
- Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all risks, hazards, incidents/injuries and near misses.
- Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
- To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.

Diversity

At the Walter and Eliza Hall Institute we embrace diversity amongst our staff and students and know the importance of an inclusive workplace culture to the success of our organisation.

We are actively committed to achieving gender equality across our workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

We have a strong commitment to the process of reconciliation and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples.

We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

Privacy notification

The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Privacy Act 1988.

Acceptance

I, have read, understood and agree that this position description represents the key duties and responsibilities expected of me while employed in this position. I will also undertake other duties assigned to me from time to time. I understand the Walter and Eliza Hall Institute of Medical Research reserves the right to modify this position description, as required, and I will be consulted when this occurs.

*) *If e-signature is used:*

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I consent to providing my electronic signature below in confirmation that I have read, understood and accept the duties and responsibilities described this position description.

Employee Signature: Date:

Supervisor Signature: Date:

Supervisor Name: