



## ABOUT SUICIDE PREVENTION AUSTRALIA

**Suicide Prevention Australia** is the peak body for suicide prevention in Australia. We work to build a stronger suicide prevention sector, a more aware and engaged community, and a more effective regulatory and funding environment. Together we can achieve our shared vision of a world without suicide. Suicide Prevention Australia engages with Member organisations, governments, businesses, researchers, practitioners and those with lived experience seeking to reduce the impact of suicide on the community.

## JOB DESCRIPTION

### JOB TITLE

Grants Manager, Quality Systems and Practice

### JOB TYPE

Full time

### LOCATION

SPA Office to be confirmed / Working from Home

### SUPERVISOR/MANAGER

Director Quality Systems and Practice

## MAIN DUTIES/RESPONSIBILITIES

- Administration of Research and Grant Programs
- Collation of research and grant program information and translation for communication internally & externally
- Stakeholder management including coordinate meeting and recording minutes of various internal and external meetings
- To support planning, analysis and delivery of research grant projects to ensure timely and accurate delivery
- Ensure accurate and timely delivery of grant opportunities and their assessments
- Communicating with internal and external stakeholders
- Provide secretariat and policy support to Research Advisory Committee, peer review panels and advisory groups
- Draft briefings and reports for the Executive, ministerial briefings, committee papers and correspondence
- Administration of CRM database
- File record management
- General administration assistance for Quality Systems and Practice

## SKILLS & EXPERIENCE

- Demonstrated experience in management of Grants Programs
- High level organisational skills
- Intermediate to advance Microsoft office suite
- Demonstrated high level communication skills – written and verbal
- Proven experience with managing competing priorities/deadline
- Stakeholder engagement experience
- Ability to analyse information and draw out relevant and critical elements

## QUALIFICATIONS

Tertiary qualification in relevant discipline

## EXPERIENCE

- High-level administration skills
- People management skills
- Experience in communications eg drafting of media releases

## PERFORMANCE GOALS

- To administer and record all program information
- To administer start to finish processes in relation to grant applications and scholarship applications

## KEY RESPONSIBILITY AREAS

Areas	Detail
<b>Project Management:</b> Management of Suicide Prevention Research Grants Scheme	<ul style="list-style-type: none"> <li>• Timely and effective communication with key stakeholders including RAC, Grant Panel Members, Researchers, University Grant Administrators</li> <li>• Support Director of Quality Systems and Practice in design of strategic plan related to the SPRF program.</li> <li>• Ensure implementation and monitoring of Strategic Plan in a high quality and timely way</li> <li>• Accurate source of all matters related to SPRF</li> </ul>
<b>Communications:</b> Create, maintain and execute communications plan related to SPRF	<ul style="list-style-type: none"> <li>• Provide a comprehensive plan to promote the SPRF grants to ensure maximum application opportunity</li> <li>• Work collaboratively with Director of Communications and Media Relations to showcase SPRF grant recipients</li> <li>• Implement plan on an ongoing basis</li> <li>• Analyse success and evaluate effectiveness for ongoing review of activities</li> </ul>

<b>Financials:</b> Management of Suicide Prevention Research Fund budget	<ul style="list-style-type: none"> <li>• Understanding of SPRF budget</li> <li>• Liaison with Director Quality Systems and Practice on any budgetary impacts</li> <li>• Accurate and timely record keeping of contractual arrangements</li> </ul>
<b>Contracts:</b> Manage contractual requirements of the Fund	<ul style="list-style-type: none"> <li>• Draft SPRF contracts and liaise with grant recipients to ensure contracts are executed and all past contracts agreed, signed and easily accessed - hard and soft copy</li> <li>• Monitor, report and act upon all matters related to contractual obligations of research recipients</li> <li>• Review contract feedback and provide model contract draft</li> <li>• Liaise with and ensure support from Pro bono legal team</li> </ul>

KEY RESPONSIBILITY AREAS – GENERAL	
Areas	Detail
<b>Communication</b>	<ul style="list-style-type: none"> <li>• collaborate with SPA staff regarding overall strategy and project management as well as key activities and opportunities; and</li> <li>• build and maintain external relationships with Members, potential funders, stakeholders, and supporters and others as appropriate to the role.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• maintain appropriate records in accordance with SPA policies and procedures and as directed by the Director, Quality Systems and Practice</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• keep accurate records and reporting regularly and in a timely, agreed manner on the outputs of the Operating Plan;</li> <li>• contribute to Board reports and other required meetings to give updates of progress with plans and activities in development;</li> <li>• identify issues arising for which decisions are required;</li> <li>• implement organisation goals, targets and related new initiatives.</li> </ul>
<b>Adherence to Policy and Procedures</b>	<ul style="list-style-type: none"> <li>• Suicide Prevention Australia internal operations are guided by a Policy and Procedures manual that sits alongside and complements employment agreements for all staff.</li> <li>• It is the expectation of all SPA staff and a condition of their employment that they adhere strictly to these internal policy documents.</li> </ul>

<b>SKILLS, KNOWLEDGE &amp; EXPERIENCE:</b>		
<i>Personal Attributes, Capabilities &amp; Skills:</i>		
<b>Attribute or Capability</b>	<b>Level or depth required</b>	<b>Why is it required?</b>
<b>Personal Attributes</b>		
Innovative	Finds ways to work better and smarter Generates options and ideas	In an often busy work environment process improvements and smarter working processes and options create more effective program and project delivery.
Analytical	Reviews arguments and presents clear and logical case for support Takes a systematic approach when building toward improvements	Often has a significant amount of information to deal with and must apply analysis and good judgement in determining the right course of action.
Ethical	Has integrity and principles Is transparent and honest Exercises good judgement	Is a role model in acceptable organisational culture and behaviour.
Self-Disciplined	Manages own time to achieve key outcomes Manages competing demands	Set tasks and areas of responsibility require good time management and application skills.
Flexible	Adapts to changing circumstances in the workplace Prioritises work and addresses what is most important Takes advantage of new and emerging opportunities	Priorities change within the fast paced and busy SPA office.
Collaborative	Works with others to achieve common goals Engenders a spirit of teamwork Inspires trust and confidence	Will require the support of Members and other stakeholders to be successful in the role. Is a key Member of the broader staff team.

Resilient	Recovers from setbacks Overcomes obstacles and impediments Learns from experience and identifies areas for self-development	Seeking feedback and assistance when required to complete tasks.
Supportive	Listens actively and works collaboratively Encourages others to attain targets Demonstrates empathy when confronted with adversity	Is a role model in acceptable organisational culture and behaviour.
Compassion	Is supportive of people impacted by suicide. Self-aware and actively maintains self-care	Interacting with those impacted by suicide requires empathy and care.

Capabilities	Area	Description
<b>Professionalism</b>	Time Management	Prioritises work; demonstrates an understanding of organisational, team and individual priorities and capacities and ensures that key requirements are met
	Taking Responsibility	Accountable for outcomes; contributes to SPA organisational outcomes
	Problem Solving	Implements systems to address adverse events and improve efficiency and outcomes
	Initiative and Enterprise	Creates opportunities and looks for way to work more dynamically
<b>Communication</b>	Verbal	Provides informed, meaningful and relevant messages when communicating with Members, SPA staff and other key stakeholders
	Written	Writes quality submissions and documents for Board, Members and other key stakeholders
<b>Teamwork</b>	People and Culture	Actively engages with staff across the organisation Celebrates success

**KEY WORKING RELATIONSHIPS: Who is this role is expected to interact with on a regular basis?**

*Internal* Who is this role expected to interact with on a regular basis within SPA?

Role the position interacts with	Frequency	Purpose/Nature of contact
Director, Quality Systems and Practice	Daily	Discuss progress with identifying emerging areas for research in suicide prevention; and strategic consultation to ensure Quality Systems and Practice needs are identified
CEO	As required	As directed, assisting Director, Quality Systems and Practice
Director – Policy Advocacy and Government Relations	As required	Ensure research and training activity and other quality and innovation activity is in line with SPA policy and government relations activity.
Director Communications and Media Relations	As required	As directed, assisting Director, Quality Systems and Practice to attract and showcase SPRF grant recipients
Director – Membership & Community Engagement	As required	Contributing to Member communications, engagement and events in line with research activity and other innovation and quality activity.
Director – Finance and Administration	As required	Ensure expenses are in line with budget

**DECISION MAKING AND ADVICE:**

	Grants Manager, Quality & Systems and Practice is to assist Director, Quality Systems and Practice with the day to day responsibilities of research, reporting and recognises emerging issues and areas for improvement in research, quality and innovation
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**SCOPE:**

*People responsibility:* Does this role have any direct reports or indirect reports (through direct reports)

No. of direct reports	Nil		
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