

POSITION DESCRIPTION

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| Position Title | Grants and Partnership Advisor, Global Health (GH) |
| Functional Area | Operations |
| Date | January 2021 |
| Reports To | Grants and Partnership Manager |
| Direct Reports | Nil |
| Primary Objectives | <p>To support the RACS GH department in grants and partnership management to enable program development, grants compliance, effective advocacy and partnership management to all donors.</p> <p>To support acquisition and establishment of institutional and foundation grants and partnerships to achieve a diverse and sustainable grants portfolio for GH department.</p> <p>To engage effectively with partners, donors and the aid/development sector to promote the work of RACS Global Health and raise the organisations profile through targeted program related advocacy</p> |
| Key Internal Relationships | <p>Head of Global Health Program and Operations Manager Global Health Team Foundation Manager RACS Finance team The Foundation for Surgery</p> |
| Key External Relationships | <p>Institutional donors – government and philanthropic, and prospective donors/ partners/ INGOs Peak health bodies including other medical colleges, regulators, health industry</p> |
| Primary Responsibilities | <p>Grants Management and Partner Capacity Building</p> <ul style="list-style-type: none"> • Ensure grants compliance requirements to all donors, including DFAT, MFAT, INGO, Philanthropic and internally • Monitor donors' and sector policies on Development and Aid via proactive engagement with sector (ACFID) and donor forums • Support capacity building of staff and partners, on grants compliance, risk management, fraud, safeguarding policies, and program/ project management • Support to conduct and review Partner Due Diligence and Capacity Assessment and follow up with partners and program manager/ advisors on Partner Capacity Development plans • Support downstream partner monitoring to ensure partners are compliant to RACS GH and donors' requirements <p>Partnership and Business Development</p> <ul style="list-style-type: none"> • Identify and pursue new strategic grants opportunities to achieve growth via development of a GH Donor Engagement Strategy • Support the identification and tracking of DFAT and multilateral funding opportunities through developing a donor grants mapping • Lead and coordinate grant bid/proposal development and submission with program and operations team and other teams, in alignment with RACS and GH's strategy and priority areas and in compliance with donor's requirements |

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| | <p>Advocacy and Donor Liaison</p> <ul style="list-style-type: none"> • Regularly liaise with government, donors, and private sector partners to maximise funding opportunities • Develop and build on existing relationships with Australian managing contractors and investigate ongoing partnerships • Support development of GH communications and advocacy documents for online and targeted sharing with donors <p>Grants Project and Contracts Administration</p> <ul style="list-style-type: none"> • Coordinate and review all donor contracts, partner subcontracts to ensure quality, cost recovery, admin fee and compliance, including advice to program managers/advisors • Lead on review and drafting of partner grant agreement, subcontractor agreement for the program and operations team, ensuring they comply with requirements and are approved • Track and maintain GH grants Revenue/cost recovery model, including accurate data entry, monthly/quarterly advice to finance and regular adjustments to grants pipeline information in collaboration with the GH Project Accountant. <p>Process and system improvement</p> <ul style="list-style-type: none"> • Assist Grants and Partnership manager in development and/or improvements of grants management processes systems, tools, and templates to support grants acquisition and management • Ensure RACS GH Contracts/subcontracts templates are in place and updated as required • Socialise and implement new grants management systems, procedures and tools within GH team, inter-departments and to the partners on an ongoing basis |
| Essential Skills, Qualifications and Personal Attributes | <ul style="list-style-type: none"> • Postgraduate qualification in development studies/ business/ finance/ law or a related area • A minimum of five years' relevant work experience in the sector or in a similar role, particularly grants management and grants acquisition • Demonstrated experience in grants acquisition and contract management, experience with DFAT grants • Demonstrated experience in donor compliance and reporting, and proposal development • Ability to liaise with a wide range of people, both internally and externally and at many levels, with credibility, tact and diplomacy, work in a multi-disciplinary team • Solid financial analysis and problem-solving skills • Excellent written and verbal English language skills including advocacy and communications experience • Effective task and time management • Bid development experience and some knowledge of one or more Australian government donors (DFAT), multilateral agencies (including UN agencies, EU, ADB) <p><i>RACS is a child-safe organisation. This role is subject to a National Police Check and signing of RACS' Child Protection Code of Conduct.</i></p> |
| RACS Competencies | <ul style="list-style-type: none"> ❖ strives to achieve strategic objectives ❖ seeks to find better ways of working and increase stakeholder value ❖ works collaboratively and demonstrates sound reasoning ❖ effectively prioritises work and meets deadlines ❖ team player, models RACS values ❖ works with colleagues across RACS in the achievement of objectives ❖ strives to grow professionally and is open to feedback ❖ flexible and adaptive |