



Position Description

Position Title:	Grants Coordinator
Salary Range:	Professionals & Administrative Salaries - Level 3 Step 1-6
Reporting Manager:	Marianne Ciavarella
Direct Reports:	None
Home Group:	Grants Office

Who are we?

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure or a better treatment for every childhood condition – and we're determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal – to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne – the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you'll also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration and dignity. We are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

Position Overview

The Grants Coordinator works within the Grants Office and provides support for the identification and promotion of funding opportunities, coordination of review and submission of high-quality funding applications, the delivery of seminars aimed at helping staff to target funding programs, liaising with funders, working cooperatively with grant holders and with other related areas of MCRI to deliver a high level of quality grants and funding support for MCRI researchers.

Directed by the MCRI Grants Manager, the Grants Coordinator is involved in the pre- and post- award administration of research grants including those from the National Health and Medical Research Council (NHMRC), Medical Research Future Fund (MRFF) and other Australian and International funding bodies.

Key Accountabilities

As a member of the MCRI Grants Office, the Grants Coordinator is responsible for:

- Supporting the provision of effective and efficient pre-award support to researchers during grant rounds, including navigation of internal processes, coordination of external grant applications, pre-submission responses to queries, submission of applications and maintaining comprehensive records of correspondence and follow-up action.
- Assisting with the administration of the management of post-award funding and inter institutional agreements, the related reporting, and compliance with ethics requirements and other milestones.
- Assisting with the coordination and follow up of outstanding documentation/requirements/reports.
- Assisting to coordinate the MCRI Internal Grant schemes.
- Developing effective working links with MCRI researchers and MCRI support functions such as Commercialisation, Legal, People and Culture, Finance, Payroll and Student Administration to help support process improvement and ensure efficient and effective research grant management.
- Supporting the implementation of new Grants team initiatives and processes.
- Maintaining accurate records, data entry and upkeep of the filing systems related to grant submissions and awards in the Grants database.
- Support the development of resources for MCRI researchers by maintaining the Grants Office intranet pages.
- Coordinating Grants Office announcements, bulletins and information dissemination.
- Continually monitoring, coordinating and allocating tasks in Grants email inbox.
- Supporting Grants meeting/event/workshop/information session planning, organisation and coordination.
- Liaising with Theme Directors, Group and Team Leaders, all researchers other research support areas such as Commercialisation, Legal, Human Resources, Finance, Payroll and Student Administration to complete tasks as required.
- Being engaged in the campus culture including professional development activities and attending internal/external campus conferences and seminars
- Other duties within the Grants Office as directed by the Grants Manager and other senior Grants staff, for example during times of high work volume and coverage in times of leave and absence.

Selection Criteria

- Undergraduate health/science qualification.
- Excellent organizational skills with proven capacity to excel in an independent, highly confidential and rapidly changing work environment.
- Strong ability to be detail oriented, resourceful, innovative, flexible and to prioritize tasks in order to meet deadlines.
- Excellent problem-solving skills, initiative and enthusiasm and the ability to work independently as well as demonstrated ability to work within a team.
- Ability to undertake tasks and recommend new approaches with minimum supervision.
- Excellent ability to communicate verbally and the ability to liaise with stakeholders at different levels.
- Excellent written communication skills.
- Ability to interpret a wide range of technical documents, guidelines and reports and present the information in order to advise researchers appropriately.
- Willingness to take on tasks as required, particularly during peak grant submission periods and tasks outside area of immediate responsibility.
- Demonstration of attention to detail and accuracy of data in communications and reporting.
- A strong work ethic, punctuality and commitment to a high level of professionalism.
- Strong MS suite skills including Word, Excel, PowerPoint, Excel, Outlook, Teams and other applications, tools and databases.
- An understanding of research or the principles behind research grant/fellowship administration processes (desirable).

Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards.
- The right to reside and work in Australia and you meeting any applicable visa conditions.

Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community.
- Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role.
- We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy.
- Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely.

As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.