

A photograph of a man wearing a green cap and a black jacket, smiling and looking down at a baby. The baby is wearing a red and white striped shirt and is looking up at the man. The background is a plain, light-colored wall.

creating
possible

Position Description

Position Title:	Grants Officer
Salary Range:	Professional & Administrative Salaries Level 4-5
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 Officer provides MCRI researcher support by identifying and promoting funding opportunities, coordinating the review and submission of high-quality funding applications, delivering seminars aimed at helping staff to target funding programs, notifying applicants of outcomes, liaising with funders, working cooperatively with grant holders and with other related areas of MCRI to deliver a high level of quality support for MCRI researchers.

Directed by the MCRI Grants Manager, the Grants Officer 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

- Works with MCRI Theme Directors, Group and Team Leaders and researchers at all levels to provide high quality support for the institute's participation and success in all major external grant applications through effective and efficient promotion, planning, coordination and review of funding opportunities and applications.
- Provides pre-award expertise to researchers applying for funding, including maintaining a comprehensive and up-to-date knowledge of funding opportunities, pre-submission interpretation of guidelines, navigation of internal application processes and policies, review of applications (including budgets), effectively responding to queries, provision of expert advice and maintaining comprehensive records of correspondence and follow-up action.
- Provides post-award management for funding including the preparation, coordination and review of grant and research agreements, grant finance processes, the Institute's compliance with funders' policies and procedures, the coordination of reporting and compliance with ethics requirements and other milestones. This will involve effectively working with other MCRI support functions such as Commercialisation, Legal, People and Culture, Finance, Payroll and Student Administration.
- Plays an integral role in the coordination of MCRI Internal Grant schemes.
- Works with Grants Office colleagues to contribute to the effective operation of and further improvement to processes and services and plays a role in planning and identifying ways to streamline operations and deliver projects in a timely manner.
- Plans, organises, coordinates and presents at Grants related meetings, events, workshops, seminars and information sessions.
- Assists with the maintenance of the Grants Office database, intranet pages and other office administrative tasks.
- Participates in relevant professional networks and activities and engages in internal/external campus conferences and seminars
- Additional duties as directed by the Grants Manager.

Selection Criteria

- Undergraduate degree in health/science/biomedical science and University/MRI Research Grants experience.
 - Sound health/science/biomedical research background understanding.
 - A strong working knowledge and experience in medical research grant/fellowship administration processes, both pre-award applications and post-award administration of successful applications.
 - Specific experience working with NHMRC RGMS and Sapphire.
 - Project management skills, including outstanding 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 ability to communicate verbally, including comfort with public speaking and liaising with a wide variety of stakeholders.
 - Exceptional written communication and editing skills, particularly in the context of scientific/medical writing.
 - Ability to interpret a wide range of technical documents, guidelines and reports and present the information in order to provide accurate, expert and timely advice to researchers.
 - Demonstration of attention to detail and accuracy of data in communications and reporting.
 - Ability to show initiative, undertake tasks and recommend new approaches with minimum supervision.
 - Demonstrated ability to work within a team.
 - Willingness to take on tasks as required, particularly during peak grant submission periods and tasks outside area of immediate responsibility.
 - Possess 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.
-

Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Government's Child Safety Standards
 - The right to reside and work in Australia and 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.