

Position description



Position title	Research Grants Coordinator
Position reports to	Knowledge and Learning Lead
Work level	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Group and team	The position is part of the Strategy, Evidence and Impact unit that sits within the Strategy, Policy and Reform Group
Location	Onsite at the Hub in Melbourne CBD or Hybrid [Hiring manager – ensure you refer to the Hybrid working policy and discuss the location requirements for the role with your candidate. Delete this message before publishing.]
Employment type	0.8 EFT Fixed Term
Direct reports	Nil

Why choose Beyond Blue

Beyond Blue has been providing supports and services to people in Australia for over 20 years.

We are Australia's most well-known and visited mental health organisation, focused on supporting people affected by anxiety, depression and suicide. We are inspired by our vision that 'all people in Australia achieve their best possible mental health' and are driven by our mission to work with the community to improve mental health and prevent suicide.

We aim to achieve this through three strategic priorities:

1. Promoting mental health and wellbeing
2. Being a trusted source of information, advice and support
3. Working together to prevent suicide

At Beyond Blue the community is at the heart of everything we do.

By joining our team you'll be involved in meaningful work, collaborating with a cross-section of colleagues, partners, and community right across Australia. We offer our team opportunities to support and learn from one another, build capabilities, celebrate successes along the way, and generous not-for-profit salary packaging options.

Your mental and physical health are important to us – we offer a range of wellbeing initiatives, including an Employee Assistance Program, a comprehensive Flexible working policy, ensuring you have safe and effective ergonomic support no matter where you work, as well as employee-led groups and initiatives.

We strive to live our organisational values of **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity** to help create a happy, safe and productive work environment.

About the role

Role description

The Research Grants Officer is responsible for supporting the delivery of the Beyond Blue Research Strategy by:

- Supporting the coordination and administration of Beyond Blue's Partnership Grant Round.
- Providing secretariat support for the Beyond Blue Research Advisory Committee.
- Engaging with key internal and external stakeholders to support the procurement and translation of Beyond Blue research.

The position sits within the Research, Evaluation and Learning team which play a key role in the delivery of Beyond Blue's Strategic Plan. We are committed to the generation of new knowledge through research partnerships. We learn from and share what we already do to inform evidence-based practice and continuous improvement to best support the community.

Reporting to the Knowledge and Learning Lead, this role will work closely with the Research, Evaluation and Learning Team, the Strategy, Evidence and Impact Unit and the broader organisation to ensure the effective delivery of Beyond Blue's research grant activities.

Key accountabilities

Area of accountability

Coordinate and administer Beyond Blue's Partnership Grant Round including:

- contributing to the design, development, planning and delivery of grant rounds to ensure grant rounds are delivered efficiently, effectively and on time.
- supporting the process for procuring and contracting for research projects
- providing administrative support and monitoring of reports from Beyond Blue research partners.
- support knowledge translation.
- support identifying and implementing opportunities to improve the grants process for end-users.
- support implementing process to help monitor the impact of Beyond Blue's research investments.

Support the implementation and evaluation of Beyond Blue's Research Strategy, including strengthening of knowledge management and providing secretariate support to the Research Advisory Committee.

Triage all incoming enquiries via the 'Research Inbox', and coordinate with the Research Evaluation and Learning team and broader Beyond Blue as necessary to ensure that all requests are managed and responded to appropriately and in a timely manner, and records and information are maintained.

Work collaboratively with all team members and other teams within Beyond Blue to achieve overall objectives.

Support building and maintaining strong relationships with internal and external stakeholders, including external research and evaluation stakeholders.

Support a positive working culture within the Strategy Evidence & Impact Unit and fully participate in learning and continuous improvement activities.

Ensure activities are implemented in accordance with Beyond Blue policies and processes.

Provide high quality written documents including briefing notes, preparation of contracts and agreements, and project management documentation; provide input into the development of key reports, including Board reports, Beyond Blue external reporting, and ad hoc reports as required.

Oversee research documentation and systems.

Be responsive to additional duties that may arise, as requested by the Head of Strategy, Evidence and Impact or Knowledge and Learning Lead.

What we are looking for

Capability

Of the eight capabilities listed in our [capability framework](#), the following behaviours are critical for role success (must already be demonstrating at the expected competence to step into the role)

Communication

- Uses vocabulary that is appropriate to the audience, is culturally inclusive and aligns language to Beyond Blue values
- Begins with the end in mind; analyses the audience and selects content that is fit for purpose
- Communicates clearly and concisely, explaining facts, concepts, practices and policies to others within the scope of their role. Demonstrates enthusiasm for content
- Engages in active listening and has an awareness of own and others communication styles and adapts accordingly
- Is accessible, responsive and builds rapport, actively reaching out to engage or work with others and is conscious of nonverbal communication style

Community centricity

- Values community engagement and demonstrates sound knowledge of community centric principles
- Demonstrates active listening without judgment and observation of non-verbal cues to establish rapport
- Has foundation knowledge of mental health and suicide prevention topics including the risks and protective factors, and the importance of self-care
- Uses inclusive language and practices when working with or talking about different communities

- Demonstrates empathy and understanding of mental health and & suicide prevention, respects lived and living experience of mental health and uses it to inform work

Innovative mindset

- Shows openness and enthusiasm to learn and curiosity to try something new; is not afraid to fail or make mistakes
- Asks relevant and thoughtful questions as part of day-to-day work
- Generates and shares suggestions for improvement on routine work activities
- Reflects regularly to draw out learning for continuous improvement and improve own output and at a team level
- Reflects on how new ideas or emerging trends could be embedded into work

Digital discovery

- Is committed to competently learning and confidently using technology and digital platforms in daily work to increase efficiency and effectiveness
- Uses online collaboration tools to connect, communicate and collaborate with others, and visually manage work with teams and squads
- Protects user and community data safely in adherence to Beyond Blue data governance, IT security and privacy policies
- Sources research in a relevant and productive way, and evaluates reliability of online information and data sources to inform work
- Uses technology creatively and critically to meet community expectations and business needs

Partnering

- Actively engages to build rapport with stakeholders
- Works proactively and collaboratively within own team, and with other teams to achieve shared goals
- Anticipates and ensures accountable, respectful and responsive partnership management
- Understands the current operating environment and external market and how this impacts on own area of work
- Has functional level of financial acumen and shows awareness of the commercial context within own team/business area

Agility

- Remains open and enthusiastic positive to change, sees the learning opportunities
- Provides early and frequent value while accepting ambiguity and adapting to changing priorities
- Explores alternative approaches, methods, or ideas to test ways of working.
- Values and promotes fit-for-purpose progress over perfectionism with the capacity to spring back, learn and rebuild after setbacks

	<ul style="list-style-type: none"> Organises work into logical sequences and delivers the work, often in sprint cadence, using a backlog of work. Engages SMEs where necessary based on objectives <p>Critical thinking</p> <ul style="list-style-type: none"> Leverages data, details and context when problem solving and can synthesise, report on, and use information and research to support thinking Understands Beyond Blue strategy and how individual work connects to organisational success and takes responsibility for delivering on results Considers the implications, risks and impacts of own approaches and decisions Seeks subject matter experts and others' opinions or evidence to help inform decisions, solutions or practices Documents process as a diagnostic for visibility and clarity <p>Leading</p> <ul style="list-style-type: none"> Understands performance expectation, shows accountability, demonstrates initiative and is receptive to giving and receiving feedback Lives the values on a daily basis; demonstrates optimism Understands individual strengths and seeks opportunities to continuously grow and improve Contributes to a culture where others feel they are respected, included and valued; is inclusive of others, engages in cultural awareness activities and promotes inclusive language Respectfully addresses colleagues exhibiting undesirable behaviours, and complies with Beyond Blue's policies and procedures
<p>Selection criteria</p>	<p>Knowledge/skills/experience</p> <p>Essential</p> <ul style="list-style-type: none"> A tertiary qualification in a relevant discipline. Previous experience working as a project/policy/research coordinator. Good understanding of research grant-making activities. Ability to work with systems for grants management, data analysis, and project monitoring and reporting. <p>Desirable</p> <ul style="list-style-type: none"> Experience working within research grants, higher education or public health sector is preferred. Post-graduate qualifications in a relevant discipline.
<p>Additional information</p>	
<p>Fairness and equality</p>	<p>Health, safety and wellbeing</p>

Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy.

Pre-existing injury

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for employees.

Equal opportunity

Beyond Blue is an equal opportunity employer. All employees have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Cultural competency

Beyond Blue strives to maintain a culturally competent and inclusive workplace. All employees are expected to undergo regular cultural competency training as part of their professional development plans.

Employment is subject to:

- a current Police Record Check
- proof of the right to work in Australia.