

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described <input type="checkbox"/>		
POSITION DETAILS:	Position Title:	MANAGER - GRANTS DEVELOPMENT		
Division:	Research Services and Innovation	Department:	Research Development	
Position reports to: (role)	Director Research Services & Innovation			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The Manager Grants Development is responsible for the overall planning and co-ordination of resources to meet expectations and obligations of the Institute's and grant funding body. This position serves as a liaison with key services within the Institute and provides coordination and oversight on the grant development process to ensure that the highest quality grant applications are developed at Telethon Kids Institute.</p> <p>This position works closely with members of the executive and the broader Institute community in providing advice and support across a range of issues including high level contribution to the development, management and support for key strategic initiatives identified by the Institute.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

<p>Management & Strategic Support</p>	<p>15%</p>	<ul style="list-style-type: none"> • Lead the development and management of the Institute’s grants research operations with appropriate internal and external stakeholder consultation. Includes pre and post award management. • Lead the identification of potential research funding sources that require industry partnerships, including but not limited to ARC Linkage Projects; National Health and Medical Research Council Development, Partnership and Program type Grants, Centres of Research Excellence – as required • Manage the development of successful partnership proposals ensuring all necessary compliance criteria have been addressed. • Apply strategic planning, analysis and an understanding to key strategic research projects and issues, and coordinate and lead where required the response on behalf of the Institute including but not limited to: <ul style="list-style-type: none"> - Profiling changes in the health and medical sectors - Evaluating and measuring impact to changes in major funding schemes - Evaluating impact on changes in government funding via HERDC • Integrate teams to support targeted funding calls and launch of major collaborative grant schemes. • Provide input into the development, review and implementation of mentoring and incentive schemes and affiliation and collaborative agreements. • Provide analysis and modelling of block grant funding, institute research income trends against HERDC categories, performance benchmarks against other independent medical research institutes or universities of similar research standing. • Provide high level support through the preparation of reports for presentation to boards and committees, briefing papers, analyses and other correspondence. • Identify, build and maintain formal and informal networks and external relationships. • Contribute to the development and planning of a suite of Institute based initiatives to support the career trajectory and succession planning for institute researchers. 	<ul style="list-style-type: none"> • Develop policies, guidelines, procedures and templates accessible and promoted throughout the Institute • Clear timelines and processes for the grant and contract submission process • All grants have received the appropriate input prior to Director sign-off • Development and usage of tracking mechanisms for all grants • Up to date database of research grants and contracts. 	<ul style="list-style-type: none"> • Feedback from key stakeholders, including the Institute Leadership Team, Researchers and Trainees • Number of successful grants
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<p>Grants Development</p>	<p>80%</p>	<ul style="list-style-type: none"> • Participate and attend meetings to contribute to and gain information on matters affecting the operations or strategic positioning of the Institute and Research Development. • Participate in IMT meetings. • Lead the team through grant funding application cycles. • Develop and implement systems, policies and procedures to achieve improvements in the grant application and administration processes. • Coordinate the research grant and contract research submission processes including access and input from relevant internal supports as required (research and service platforms). • Develop and implement systems and processes to identify, promote and communicate grant funding opportunities for maximum outreach and uptake. • Provide high level grants development support for grant submissions including but not limited to: <ul style="list-style-type: none"> – Communication of opportunities – Peer review support – Stakeholder management – Advice and guidance on scheme requirements • Review grant applications for alignment with the Institute and Industry standards, external compliance requirements. Coordinate peer review and timely submission of applications. • Provide guidance on the development of long term research career plans to researchers, particularly early career researchers, supporting them within the context of the Institute’s professional development program. • Facilitate training on grant writing and development, research design, methods of data analysis and use of research tools/instruments. • Provide a quality and risk review of Research contracts, agreements and related information as required. • Work with the Development team on targeted philanthropic grant applications (project, equipment, travel and career fellowships), successful awards, reporting and stewardship. 	<ul style="list-style-type: none"> • New streamlined systems introduced • Develop and implement dedicated weekly funding bulletins, funding opportunities database and grants website • Develop grant writing tools like booklets and information guides • Joint collaborative project submissions • Implement a research Management System • Roll out and training Institute wide • Level of feedback provided and accepted • Submission of grant proposals • Contribution to external submissions • Strategic reports provided 	<ul style="list-style-type: none"> • Feedback from key stakeholders, including the Institute Leadership Team, Researchers and Trainees • Results from annual surveys following the conclusion of the major grant rounds • Increase in the number of grant applications • Attendance at training workshops • Number of contracts reviewed and signed off • Number of reports and information requests deliver
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People Management and Development	5%	<ul style="list-style-type: none"> • Develop, mentor and coach their staff to improve their performance • Promote an inclusive and supportive environment that is client focused, responsive and brings out the best in people • Articulate and realise a shared vision, and foster cooperation, consensus-building, and collaborative decision making within the Research Development Team. 	<ul style="list-style-type: none"> • Effective development, retention and performance of staff 	<ul style="list-style-type: none"> • Feedback from Institute Leadership Team, Head, Research and Development and staff
ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:				

<p>Qualifications: what are the maximum educational, technical or professional qualifications required to competently perform role</p>	<p>Appropriate qualification in a relevant discipline or an equivalent combination of relevant experience and education/training.</p>
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Demonstrated management experience to lead, integrate and supervise a team. • High level of achievement in research management including the development, implementation and management of a research and grants portfolio with experience managing grant rounds, budget development and financial oversight experience; grant writing and review expertise; project and resource management experience; and project status reporting to key stakeholders. • Experience in identifying and creating external grant opportunities and partnerships that grow the research capacity of the Institute. • Experience working with grant management systems including but not limited to the ARC Research Management System, NHMRC Research Grants Management System. • Proven ability to provide strategic advice to support senior management. • Ability to form close working relationships across the Institute and implement effective engagement strategies to raise awareness and support the development and understanding of external funding and partnership considerations. • Demonstrated analytical, problem-solving and decision-making skills, effective negotiation and communication skills and the ability to resolve difficult situations. • Proven ability to develop and maintain relationships with internal and external stakeholders and successfully build networks. • Excellent interpersonal and liaison skills with demonstrated effective verbal and written communication skills including an ability to present, persuade and influence diverse audiences and prepare executive reports, briefs, business cases, analysis and ability to distil complex information for dissemination to our Research community. • Knowledgeable on national and state competitive health research grant and contract opportunities (e.g. NHMRC) • Demonstrated ability to meet deadlines, to work under pressure
<p>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</p>	
<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	

Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Completed Australasia Management Research Society certification • Experience in health research grant management/grant administration
SCOPE:	
Financial accountability: Does this role have accountability for a budget? Yes	
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? Yes	

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

