POSITION DESCRIPTION

POSITION TITLE: Assistant Grants Officer
CLASSIFICATION: A04
DIVISION: Support Division
DEPARTMENT: Research Support and Governance

POSITION OBJECTIVES
The primary objectives of the position are to:
• co-ordinate aspects of grants administration;
• provide information and support to Grants Team; and
• liaise with grant funding agencies both within Australia and overseas.

ORGANISATION CONTEXT
QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to cooperate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

The Support Division is divided into groups that provide support for the conduct of internationally competitive research programs and projects. The Support Division consists of five departments: Finance and Administration, Research Support and Governance, Human Resources, External Relations, and Scientific Services.

The Grants Department forms part of Research Support and Governance, which facilitates the delivery of the corporate objectives of the Institute by ensuring that financial systems and resources are available as required. This incorporates financial management, including administration of all revenues and expenditures, payroll, grant administration, budgeting, and internal and external reporting.

REPORTING STRUCTURE
This position reports directly to the Grants Manager.
PRIMARY RESPONSIBILITIES

Grants

- Co-ordinate aspects of grants administration, whereby QIMR Berghofer scientists seek, secure and utilise externally funded, competitive research grants, including:
  - assist with compliance checks of grant applications
  - where an application is successful: ensure that all necessary ethical and bio-safety clearances are in place
  - set-up the necessary cost centres for its operation at QIMR Berghofer.
  - monitor grants expenditure against budget
  - provide financial expenditure statements at various intervals and in the format required by the funding body
  - Lodge Progress and Final Reports provided by QIMR Berghofer scientists with funding organisations; and
  - Assist Grants Managers in liaising between grantees and funding organisations, as required.
- Facilitate the preparation of debtor’s invoices as necessary to claim grant funds and process expenditure claims in conjunction with Grants Officers.
- Co-ordinate the establishment of Collaborative Research Agreements between QIMR Berghofer and other institutions, including tracking internal review of agreements.
- Advise the Human Resource Officer of new grants awarded.

Administration

- Prepare and maintain procedures manual for Grants Department.
- Assist with management of Grants databases (TRIM, iGMS) – including uploading files, monitoring integrity of content and documenting processes.
- Prepare information on funding opportunities for the QIMR Berghofer Update, for Grants Manager.
- Assist the Grants Manager with sourcing, uploading and maintaining content for the Grants Office Intranet page.
- Ensure work practices comply with the requirements of the Work Health and Safety Act, related legislative requirements and the Institute’s WH&S policies and procedures.
- Other grants or administrative related tasks as required from time-to-time.

KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities)

Essential:
- tertiary qualifications in accounting or currently studying for those qualification or equivalent finance experience
- demonstrated experience with budgeting, and preparation of management reports and financial statements
- highly developed interpersonal skills and the ability to interact easily with all levels of staff
- excellent organisational skills with the ability to manage conflicting demands and multiple priorities
• the ability to work both independently with minimal supervision, show initiative and work productively as a member of a small team
• strong written and verbal communication skills with an eye for detail
• proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

Desirable:
• previous experience in administering projects in the non profit sector
• previous experience in working with researchers or academics

POSITION LOCATION
The position is based at the QIMR Berghofer Medical Research Institute site at Herston.