

## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Grants Manager</b>
<b>CLASSIFICATION:</b>	<b>AO-7</b>
<b>DIVISION:</b>	<b>Support</b>
<b>DEPARTMENT:</b>	<b>Finance</b>
<b>LOCATION:</b>	<b>Herston, Brisbane</b>

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### **POSITION OBJECTIVES**

The primary objectives of the position are to manage the Grants function to ensure effective administration of funding, timely and accurate reporting of grant income and expenditure, and to deliver proactive and excellent advice and services to relevant stakeholders, particularly to the Institute's research staff.

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### **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 co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

The Grants team is part of the Support Division, which provides support services to QIMR Berghofer's research staff to enable them to be effective in the conduct of research. The team facilitates the delivery of corporate objectives 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.

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### **REPORTING STRUCTURE**

The position reports directly to the Chief Financial Officer, but may also take direction from the COO or the CEO & Director and has six direct reports.

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## PRIMARY RESPONSIBILITIES

- Manage all aspects of the Grants office to ensure accurate and efficient service to stakeholders, including:
  - \* managing the performance of team members, including conducting annual reviews and performance planning
  - \* monitoring and reporting on the grants operating budget expenditure
  - \* ensuring appropriate resourcing (staff and otherwise) to ensure the efficient service of the team
  - \* identifying and developing new processes and systems
  - \* ensuring grant agreement processing time is minimised and that all efforts are made to avoid impacting the researcher ability to achieve their desired research outcome. This is to be achieved without compromising the Institute's governance framework.
  - \* facilitating effective and timely communication between the grants office and stakeholders
- Provide information and advice in a timely manner to all Institute staff on grant related matters, such as grant funding opportunities, closing dates and eligibility for particular types of grants;
- Provide grant writing support including grant application scientific and compliance review services to research staff to ensure grant funding applications have the maximum chance of being successful.
- Liaise with internal stakeholders when required, such as Business Development, Regulatory Affairs, legal advisors, and Human Resources to ensure compliance with funding deeds and internal policies and procedures.
- Liaise with grant funding agencies both within Australia and overseas to maximise funding opportunities for Institute scientific staff;
- Negotiate and co-ordinate all aspects of establishing and administering contracts with funding agencies;
- Ensure the effective management of financial aspects of grants through regular review of grant balances and expense allocations;
- Preparation of management reporting for the grants office, including
  - \* reports regarding anticipated grants cash flow, allocation of grant income, allowable expenditure on particular grants, and other as required;
  - \* reports and submissions to QIMR Berghofer executive staff and the QIMR Berghofer Council.
  - \* External reporting to funding agencies
- Other grant application writing or finance related tasks as required from time-to-time;

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**KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities)*****Essential:***

- tertiary qualifications in science or accounting or equivalent commercial experience
- significant demonstrated experience in the administration of large and complex grants or project budgets and contracts
- demonstrated experience with budgeting, cost accounting, and preparation of management reports and financial statements
- good organisational skills with the ability to manage conflicting demands and multiple priorities
- strong numeracy, written and verbal communication, and negotiation skills
- demonstrated ability to draw upon resources such as policy, precedent, delegations and contracts to act with a high level of autonomy in decision making
- proven leadership skills
- highly developed interpersonal skills and the ability to interact easily with all levels of staff and external funding bodies
- a high level of competence with Microsoft Excel and other Microsoft Office software

***Desirable:***

- Scientific background and/or qualifications
  - Previous experience within academic institutions.
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