This position is first and foremost with Bond University and although this position is described as operating within a section of the university, it is a fundamental requirement of your position that the best interests of the university must be your priority at all times.

PURPOSE OF THE POSITION:
The position, which is based in the Office of Research Services, will play a significant role in developing and implementing systems and strategies that increase the financial support received from external funding bodies for BU researchers.

The position holder is the primary advisor to researchers and other relevant organizational units within the University on all major aspects of external grant administration, and will facilitate the smooth administration of all matters pertaining to research opportunities, applications and post award research and consultancies, including a pivotal role in milestone reporting and ensuring contractual compliance by BU staff.

The position holder will also be responsible for maintaining effective working relations with key external clients and stakeholders.

REPORTING RELATIONSHIP:
This position reports to the Manager, Research Grants & Ethics.
SELECTION CRITERIA:
- Tertiary qualification in a relevant area and/or extensive equivalent professional experience and training in a large and complex organization.
- An understanding of research funding opportunities, schemes and research funding trends within and outside Australia.
- Demonstrated high level analytical and problem solving skills with ability to exercise judgment.
- Demonstrated high level organizational skills and the ability to meet strict deadlines.
- Demonstrated ability to analyse and interpret financial ledger accounts.
- Strong presentation and facilitation skills, including high level interpersonal, oral and written communication skills and proven ability to work as an effective team member
- Ability to work collaboratively with stakeholders across the University in order to achieve desired outcomes

DESIRABLE CRITERIA:
- A solid understanding of the internal and external research reporting requirements for Australian universities.
- Experience with ResearchMaster as a research management information system.
- Ability to interpret contractual agreements/funding guidelines and monitor compliance with university policy.

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<th>COMPETENCY:</th>
<th>RESPONSIBILITY:</th>
<th>PERFORMANCE INDICATORS:</th>
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| Support for external funding of research | • Research and advertise new funding opportunities  
• Work with the Manager, Research Grants & Ethics to develop new strategies to increase funding for BU research  
• Run/coordinate workshops on how to write grant applications for various major funding agencies, e.g. ARC and NHMRC, and induction seminars for new staff  
• Assist researchers in the preparation of applications for funding  
• Provide accurate and timely feedback on applications and all research-related enquiries from researchers and/or other relevant BU staff  
• Be conversant with relevant research-related policies, both national and international  
• Provide information to researchers on successful grant outcomes  
• Provide administrative support and advice on all post-award matters  
• Ensure speedy processing of grant record letters  
• Work effectively with faculties, finance, HR, legal advisors, and HDR sections to ensure a consistency of approach to research administration across BU  
• Liaise with Research Ethics Manager to ensure protocol compliance before setting up accounts  
• Work with appropriate staff to ensure milestones are met and invoicing of accounts is carried out effectively  
• Liaise with external funding agencies | Aim for 100% compliance rate.  
Feedback from researchers and others from Quality surveys and following major grant rounds.  
Increase in numbers applying for grants and success rates.  
On time delivery of accurate reports as per internal and funding body requirements.  
Turnaround times for setting up of accounts.  
Funding body feedback on performance of grants administration in ORS. |
| **Information Management** | • Work with relevant colleagues to ensure integrity of research data  
  • Participate in the development of the Research Master database and processes underpinning its efficient use within the Office and across the University | Proficiency of use ResearchMaster and other information management systems |
| **Policy and Procedures** | • Develop and review research-related policies in liaison with academic and other relevant admin staff  
  • Establish and document governance and/or legislative requirements regarding the collection and reporting of research-related data | Maintenance of regularly updated and relevant policy and procedures that are readily communicate/available to pertinent stakeholders  
  Measure of effective policy implementation and understanding |
| **Understanding of Quality Assurance** | • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.  
  • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes. | Annual Performance Review |
| **Understanding of Cultural Sensitivity** | • Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. | Demonstrated understanding of cultural sensitivity |
Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.

Attend cultural sensitivity workshop

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.

Position Held by: 

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Signed: 

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Date: 

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