

Position Description

Position Title: Grants Coordinator (Post Award)	Classification: Level 5
Faculty/School/Office: Office of Research Services	Date Position Classified/Updated: August 2025

Purpose of the Position:

The Grant Coordinator (Post Award) is responsible for the administration, compliance, and financial oversight of awarded grants. This role ensures that all post-award activities align with institutional policies, contractual compliance, and application regulations. The Grant Coordinator provides essential support in monitoring budgets, tracking expenditures, preparation of financial and progress reports, and facilitating audit readiness.

Based in the Office of Research Services, this role will support researchers and stakeholders within the University on all major aspects of grant administration and will facilitate the smooth administration of all matters pertaining to research opportunities, applications and post award research and consultancies.

Reporting Relationship:

The Grants Coordinator (Post Award) reports to the Director, Office of Research Services.

Selection Criteria:

- Possession of a tertiary qualification in a relevant area or demonstrated equivalent combination of relevant experience in a complex organisation and education/training.
- Solid understanding of research reporting requirements and demonstrated ability to ensure compliance with policies, external funding guidelines, and contractual agreements
- An understanding of research funding opportunities, schemes, and research funding trends
- Demonstrated sound analytical and problem-solving skills with the ability to exercise judgment and the ability to meet strict deadlines.
- Proven ability to navigate and manage grant processes, including providing administrative support and advice on relevant matters
- Strong interpersonal, oral, IT and written communication skills and proven ability to work as an effective team member.
- Demonstrated ability to effectively engage with key internal and external stakeholders, fostering strong working relationships and achieving desired outcomes

Desirable Criteria:

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

Competency	Responsibility
Operational and Administrative Support	<ul style="list-style-type: none"> • Provide administrative support and advice on all grant matters, facilitating effective coordination of grants. • Work effectively with Faculties, HR, Finance and other University units to ensure a consistency of approach to research administration across the University. • Work with central finance team and Research Ethics Manager to ensure protocol compliance required to establish and manage finance accounts. • Work with appropriate staff to ensure milestones are met and that payment processes are facilitated effectively. • Liaise with external funding agencies and deal with relevant issues. • Ensure effective database management and maintain information management systems. • Working with the Director to provide expert advice to build a better understanding of the research priorities of the faculties. • Ensure the submission of timely and accurate reports as per internal and external funding agency guidelines, thereby supporting reporting and compliance. • As needed, assist researchers in the preparation of applications for funding • Assist with researching and advertising new funding opportunities. • Support capacity building of researchers with regard to grants and other external sources of funding. • Provide accurate and timely feedback on research-related inquiries from researchers. • Liaise with Research Ethics Manager to ensure protocol compliance before setting up relevant accounts. • Be conversant with relevant internal and external research-related policies • As needed provide support to the Deputy Provost Research, Research Ethics and Integrity Officer, the Office of Research Services, Higher Degree Research Unit and the Office of the Provost teams.
Communication	<ul style="list-style-type: none"> • Act as an information contact for stakeholders regarding research-related information. • Ensure effective processes are employed to communicate internal and external reporting objectives to internal stakeholders. • Ensure all developments and outcomes regarding reporting are communicated to applicable stakeholders. • Develop effective relationships with major external funding bodies, fostering strong engagement with key stakeholders. • Ensure that all new policies are effectively reported to staff.
Information Management	<ul style="list-style-type: none"> • Work with relevant colleagues to ensure integrity of research administrative data.
Policy and Procedure	<ul style="list-style-type: none"> • Documenting governance and/or legislative requirements regarding the collection and reporting of research-related data. • Adhere to regularly updated and relevant policy and procedures that are readily communicated/available to pertinent stakeholders, ensuring compliance.
Understanding of Quality Assurance	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.

	<ul style="list-style-type: none"> Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> Staff will encounter 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. Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	<ul style="list-style-type: none"> Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

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.