

POSITION DESCRIPTION



OLIVIA NEWTON-JOHN CANCER RESEARCH INSTITUTE

POSITION DETAILS:	Position Title:	Grants Manager
Position reports to: (role)	Chief Operating Officer	
Location: include all possible locations	Olivia Newton-John Cancer Research Institute, ONJ Centre, Austin Hospital	

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e., broadly, what this role does and why

The Grants Manager is responsible for the overall planning, co-ordination and evaluation of the Institute’s research funding while increasing the number of large and/or strategic research projects and programs that are funded from grants, contracts and partnerships. In addition, the Grants Manager will build the capacity of researchers within each Program and Tumour Stream to improve the range, quality and success of funding applications to support high quality research.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable	Responsibilities: What are the key activities or tasks to be carried out?	Results: What are the expected end results?	Measures: How it is measured
Strategy	<ul style="list-style-type: none"> Foster and develop non-grant strategic funding opportunities and identify and champion strategic grant initiatives across the Institute. Ensure alignment of grant applications with the Institute's overall Impact Strategy and in particular its Research Strategy 	<ul style="list-style-type: none"> Additional income/grants received from non-traditional sources Grant and fellowship success aligned with the Institute's impact and research strategy 	<ul style="list-style-type: none"> To be agreed

<p>Performance</p>	<ul style="list-style-type: none"> • Horizon scanning across the research landscape (including national and international research, corporate and philanthropic sources) to identify and pursue funding opportunities aligned with the Institute’s research strategy. • Ensure high levels of awareness within the Institute of funding opportunities and support/assist researchers in developing high quality and competitive proposals to secure these funding opportunities. • Effectively work with researchers to identify and develop new ideas into funded and implemented project and program proposals. • Provide management of the research grant lifecycle covering pre-award, award, and post-award stages. • Develop formal systems/processes for understanding and responding to the funding and business opportunities across the Institute. • Effectively administer and promote internal grants programs across the Institute and communicate outcomes. • Establish, maintain and facilitate communication between researchers inside and outside the Institute, and other stakeholders, to ensure that Institute research initiatives maximise the benefits of collaboration and consultation. • Develop, foster and maintain strong collaborative working relationships with key stakeholders including contacts in universities, professional associations, industry, government, non-government organisations and other health-oriented organisations. • Critique researcher CVs, providing support and education for development. • Cooperate with others to meet Institute goals, address conflicts and provide honest feedback in a positive manner. • Contribute and support in cross Institute meetings as required. • Participate in the Institute’s Performance Management Review Process. • Contribute as a member of the Research Support Leadership Team. • Participate in appropriate Institute forums and committees • Contribute to board papers via COO/Company Secretary as required. • Participate in appropriate external committees representing the Institute. 	<ul style="list-style-type: none"> • Intranet and funding bulletins contain updated Information • A clear timeline: processes are developed to support the grant and contract submission process. All grants have received the appropriate feedback and review • Support researchers to work up base ideas into proposals or opportunities. • Improved range, quality and success rate of research funding applications. • Increase in non-grant strategic funding. • Policies, guidelines, procedures, and templates are developed to ensure the grant development process is easily accessible and promoted throughout the Institute • Increased number and value of significant national and international grants and contracts are secured. • Establish and maintain positive relationships with key stakeholders. 	<ul style="list-style-type: none"> • Success rate in grants • Performance metrics relating to research applications submitted and research funding secured. • Revenue growth and diversification metrics • Quality of grant applications submitted • Feedback from key stakeholders • Successful networks formed • Financial metrics on research income, cost recovery and commercial income. • Decrease in researcher time spent on working up research proposals. • 360 degree feedback from direct reports and peers.
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Risk	<ul style="list-style-type: none"> • Monitor and manage risks to the Institute in accordance with funding guidelines, policy, governance and legislative guidelines 	<ul style="list-style-type: none"> • Potential risks mitigated/averted 	<ul style="list-style-type: none"> • To be agreed
Compliance	<ul style="list-style-type: none"> • Develop and lead training workshops and seminars as required and disseminate information with research support staff and researchers to ensure they understand their obligations and responsibilities • Develop and/or update research governance related policies and procedures in line with industry standard and appropriate governance/legislation/codes 	<ul style="list-style-type: none"> • Staff and students and trained and aware of their obligations and responsibilities • Policies up to date and readily available 	<ul style="list-style-type: none"> • To be agreed

