Position Description

Casual Project Officer

Position Number:
Position Title: Project Officer
Date Written: November 2018

Faculty / Division: Division of Research
School / Unit: Grants Management Office
Position Level: Level 4, Step 1 (Casual)
($48.81 per hour)

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale.

Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators appended to this position description for the expectations of your career level (level 9).

Demonstrates Excellence – Delivers high performance and demonstrates service excellence.

Drives Innovation – Thinks creatively and develops new ways of working. Initiates and embraces change.

Builds Collaboration – Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.

Embraces Diversity – Values individual differences and contributions of all people and promotes inclusion.
The Research Grants and Contracts Office contributes to the University’s research performance and profile via the effective management of research applications, grants, contracts, consulting research and internal funding. GMO grant teams work with researchers to ensure that all grant applications comply with sponsor requirements, are submitted on time; that researchers holding funding meet all sponsor financial and progress reporting requirements; and that information stored in the management system is accurate and reliable.

The Grants Management Office processes more than 1000 research grant applications to the Australian Research Council (ARC- Discovery Projects) and National Health and Medical Research Council over a 3 month period at the commencement of each year.

Project Officers will be required to work approximately 4 weeks, with the possibility for extension for an additional 4 weeks;

- **Employment commencing 29 January 2019 to Wednesday 30 January 2019**

The roles are office-based at the UNSW Kensington campus. The hours are usually 9am to 5pm Monday to Friday, however, flexibility will be required for extra work in the evenings and weekend work in the two weeks leading up to the submission deadline. You must be able to commit to at least 5 days per week for the entire period you are allocated. **Compulsory paid training will be provided as part of the role and will take place on Tuesday 29 January 2019 and Wednesday 30 January 2019.**

Project Officers will join the grants management teams to review research grant applications for compliance with the funding body rules and instructions; provide accurate and timely feedback to researchers; and ensure that grants are compliant and submitted on time. The successful applicants will have excellent skills in oral and written communication, problem solving, customer service and administration.

**KEY DUTIES & RESPONSIBILITIES**

- Review research grant applications against the funding rules and instructions to applicants.
- Provide accurate, timely and constructive feedback to applicants on compliance matters.
- Ensure research grant applications are compliant and submitted to the funding body before the deadline.
- Use the ARC’s online application system (RMS) or the NHMRC’s online application system (RGMS) to access grant applications effectively.
- Maintain accurate records of the status of compliance reviews in the InfoEd database
- Work effectively as part of a large team in a high pressure environment.
- Provide accurate compliance advice on approximately 25 to 30 research grant applications.
- Provide high quality customer care, by email, telephone and in meetings.
- Be an active participant in team briefings to contribute to knowledge updates.
- Update our database on a regular basis to record status of compliance reviews and maintain accurate records of application documentation.

**SELECTION CRITERIA**

1. Relevant qualifications and/or work experience in administration/program/project management.
2. Strong interpersonal, written and oral communication skills.
3. Strong attention to detail
4. Demonstrated experience in the use of standard office desktop software and working effectively with information management systems in the delivery of customer-focused services.
5. Demonstrated experience in interpreting and applying complex policies and procedures.
6. Demonstrated experience in delivery of quality, professional, customer focused services to clients.
7. Demonstrated experience working in a high-volume environment to tight deadlines.