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 (NHMRC- Project Grants) over a 3 month period at the commencement of each year.

Project Officers will be required to work approximately 4 weeks. The roles will have a staggered start and be allocated to one of two blocks of time:

- Monday 22 January to Wednesday 21 February 2018 (for ARC Discovery Projects)
- Thursday 15 February to Wednesday 14 March 2018 (for NHMRC Project Grants)

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. Project Officers will be recruited for one of these time periods, not both. 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 during the respective ARC or NHMRC time period outlined above.

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.

Main Duties:

- 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.

Accountabilities:

- 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: Please address all six selection criteria in your cover letter

1. Excellent oral and written communication skills.
2. Ability to understand and apply complex new information quickly.
3. Demonstrated experience in undertaking tasks requiring accuracy and close attention to detail.
4. Strong computing skills (including Microsoft Office and Outlook).
5. Ability to independently manage competing priorities in a high pressure environment.
6. Excellent customer service skills.