# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Grants Advisor |
| Job Reference | 81122 |
| Tenure | Specified Term of 3 years  Full-time |
| Salary Range | AU$87,068 to AU$98,504 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Adelaide (Waite campus) or Melbourne (Clayton) preferred, but other major cities may be considered. |
| Relocation Assistance | Not provided |
| Applications are open to | Australian/New Zealand Citizens and/or Australian Permanent Residents currently residing in Australia. |
| Position reports to the | Grants Manager, CSIRO Research Office |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Mrs Jamie Francis, CSIRO Grants Manager  E: [Jamie.Francis@csiro.au](mailto:Jamie.Francis@csiro.au)  P: +61 8 8303 8728  Jack Burke, Talent Acquisition Specialist  E: [Jack.Burke@csiro.au](mailto:Jack.Burke@csiro.au)  P: +61 407 228 510 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

## CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

### The Grants Advisor will work as part of a small team in the CSIRO Research Office (RO) with a focus on pre-award and post-award activities associated with CSIRO’s internal competitive grants portfolio (ResearchPlus i.e., as the Funder). The Grants Advisor may also support other activities of the RO including CSIROs engagement with external funding programs, agencies, and stakeholders; provide Secretariat functions to the CSIRO Science Council and other committees; facilitate CSIROs engagement with external Awards and Prizes, and as the Service Provider for managing the Science and Industry Endowment Fund (SIEF).

### Duties and Key Result Areas:

* Administer the full pre-award and post-award life cycle for selected ResearchPlus (R+) and external grant programs. Pre-award activities include application and Expression of Interest (EoI) cycles (e.g. Good Grants and CSIRO intranet set up; round collateral; promotions; webinar presentations; applicant queries; RO audits and eligibility checks); assessment cycles (assessor recruitment, relationships, coaching; assessment panel secretariat; written reports, outcomes and feedback). Post-award activities include reviewing and recommending reports and variations for approval; providing post-award support to grantees (e.g. expenditure planning); and ensuring any reporting requirements to external funders are met.
* Monitor and report on Key Performance Indicators (KPIs)s (e.g. application and success rates, strategic alignment) and make recommendations for change to ensure the programs are efficiently administered and continue to facilitate science excellence.
* Maintain records related to application and assessment rounds, as well as post-award grants management, following RO protocols and using RO systems.
* Throughout the grants life cycle, provide advice to grant applicants and grant holders, as well as other Business Unit stakeholders on funding guidelines, grant terms and conditions, reporting and variation requirements, feedback and outcomes, as well as deliver information sessions such as webinars.
* Work collaboratively with others in the team to ensure that the annual R+ portfolio cycle runs smoothly and contribute to strategic reviews of the R+ portfolio.
* Contribute to portfolio-level activities including preparation of fortnightly RO Newsletter, develop and maintain webpages administered by the RO, and input into R+ finances and budget allocations.
* Undertake special projects prioritised by the RO to continuously improve processes, systems and organisational effectiveness.
* Support corporate reporting activities and provide specialist advice and technical expertise where required.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively with colleagues within your team and across CSIRO, to reach objectives, establishing networks with other teams and professionals in their field.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

* + - 1. A relevant degree or successful relevant experience proactively contributing to a dynamic, fast paced team and providing high level support to a program, project or initiative.
      2. Significant experience in administering a funding and/or grants scheme and/or demonstrated experience in research management and governance in a similar organisation.
      3. Strong communication skills appropriate for a diverse cohort; the ability to clearly convey information and ideas in written and verbal form; and establish and maintain effective interpersonal relationships with internal and external stakeholders; ability to professionally handle sensitive and confidential information.
      4. Highly developed organisational skills to meet deadlines and attention to detail; ability to prioritise a diverse workload; deal with ambiguity and adapt to changing circumstances and new responsibilities.
      5. A history of professional and respectful behaviours and attitudes; the ability to work under minimal supervision in a geographically dispersed team environment, proactively collaborating, consulting, and sharing resources to accomplish objectives.
      6. Demonstrated proficiencies in information and communication technology to effectively and efficiently administer research management e.g. Office 365, desktop publishing, online collaboration.

## **Desirable:**

1. Proven ability to investigate complex and ill-defined problems by utilising sound judgement to identify and consider potential implications of a range of available alternative solutions.
2. An understanding of Australia’s innovative system, university sector, research and development.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted