

Research Grants Specialist

Research Portfolio

Academic Division



the university
for the real world

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Research Portfolio

QUT has experienced the strongest, sustained research growth of any university in the sector over the last ten years. The scale and complexity of research at QUT has reached a level that requires enhanced processes and resources to support the University's research community in meeting its aspirations and compliance obligations.

The Research Portfolio provides high quality support and training and conducts compliance and reporting across a range of obligations at an organisational level in an environment of dynamic growth in cross institutional collaborations.

The Portfolio is currently comprised of a number of units including (but not limited to):

Office of Research Services (ORS) provides high quality support and assistance to QUT staff, students, collaborators and partners to identify, attract and manage funding from competitive, commercial, programmatic and consultancy sources. The Office also manages the university's research management platforms and coordinates internal and external research reporting.

Office of Research Ethics and Integrity (OREI) assists researchers in seeking ethical approval and governance of all human, animal and biological related research and in meeting statutory and research integrity obligations. OREI arranges research integrity, ethics and biosafety training.

Office of eResearch capitalises on digital disruption to deliver high-impact, transdisciplinary research. The Office works in partnership with researchers and end users to develop technological solutions that solve real-world problems by understanding the research question, bringing clarity to the technical and socio-technical challenges and applying leading-edge technology to develop solutions that meet the needs of QUT's stakeholders.

Office of the Pro Vice-Chancellor (Graduate Research and Development)

- **Graduate Research Centre (GRC)** provides support and advice to higher degree research (HDR) candidates and supervisors across the HDR lifecycle including admissions and enrolment, award and administration of scholarships, candidature management and thesis examination.
- **Graduate Research Education and Development (GRE+D)** supports learning and skills development for all research students and their supervisors, thereby preparing industry and work ready research graduates.

About the Position

As a member of the Office's Research Grants Pillar, the Research Grants Specialist is responsible to the Manager, Capacity and International for the efficient and effective identification and development of initiatives and activities targeted towards raising the profile and awareness of internal and external research funding opportunities for the University.

This position operates in a complex and dynamic market environment with both an international and domestic focus. In liaison with the Manager, Capacity and International and the Associate Director, Research Services, the position provides strategic assistance and advice to the University's research community in relation to internal and external research funding opportunities, the development of grant applications and the negotiation of research contracts. In undertaking these responsibilities on a day-to-day basis, the Research Grants Specialist will coordinate internal and external grant schemes and provide high quality assistance and advice on research funding matters and other research-related activities to staff of the University.

This role will be required to supervise up to three (3) positions within the Research Grants Pillar.

This position reports to the Manager, Capacity and International for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Identify external funding opportunities and assist in the development of effective strategies and initiatives to significantly increase the volume and quality of grant application submissions with the view to improving the success rates of submissions across major external funding schemes.
- Provide accurate advice to staff of the University (and external parties where relevant) with regards to specific funding scheme rules and requirements.
- Provide assistance to QUT's research community including the review of research grant applications prior to submission in order to ensure each application's eligibility and competitiveness against scheme requirements and priorities.
- In consultation with the Manager, Capacity and International and the Associate Director, Research Services, coordinate the administration of external and internal research grant schemes including providing input into strategies to assist the University in increasing funding success rates across schemes.
- Work closely with other units within ORS (including other teams within the Research Grants Pillar) to provide exceptional and proactive client service.
- Develop, organise and participate in information sessions, training sessions, strategic workshops, group and one-on-one sessions with the University's research community on research funding and research management topics.
- Maintain current knowledge on information systems as related to the administration of research grant applications and project management.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multitasking in consultation with their supervisor;
- work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Completion of or progress towards completion of a postgraduate qualification together with extensive experience in research administration or an equivalent combination of relevant experience education and/or training.
2. Demonstrable knowledge of the current research funding environment, national policies, funding issues relating to research grants and contracts administration, including evidence of skills required to read and interpret large and complex policy documents.
3. Evidence of well-developed written communication skills, which will enable the appointee to write reports, review and comment on research funding applications and draft correspondence related to research grant administration in a clear and concise manner.
4. Demonstrated knowledge of contractual issues relevant for research contracts, including intellectual property, and demonstrated experience in reviewing and negotiating complex contracts.
5. Demonstrated high level oral and interpersonal communication skills, including the ability to effectively consult and negotiate with external clients on a range of sensitive and confidential issues in a professional and confident manner, and the ability to successfully deliver information and training to individuals and groups of various sizes.
6. Demonstrated ability to meet deadlines working autonomously whilst establishing good working relationships within a team setting.
7. Evidence of well-developed computing skills and a demonstrable knowledge and understanding of relevant information systems and software related to the administration of research grant applications and project management.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,686 to \$129,990, including an annual salary range of \$97,738 to \$110,781 and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.