

Administer, monitor, maintain and action grant activities and reports

Plan, implement and monitor research grants operational activities within an assigned portfolio which may include University and external grant schemes, Faculty, School or campus linked activities.
Develop and implement training sessions and seminars for researchers.

Provide executive advice on behalf of the Research Office on Faculty and University committees and working groups, and take necessary follow up action.

Liaise with University bodies and external organisations as required with regard to research grants, policies and procedures.

Develop, revise and redefine guidelines, policies, procedures and publications relating to research grants.

Contribute to the maintenance and development of information systems and ensure data quality and integrity.

Engage in quality assurance and continuous improvement activities, including regular data quality audits.

Monitor customer service standards in relation to operational activities.

Undertake any other duties relevant and appropriate to this level.

Organisation Knowledge

Be familiar with, and observe the University's policy and procedures on Equity and Diversity and Occupational Health and Safety in the performance of the responsibilities of the position.

Be responsible for the application of the requirements of granting bodies and University's policies for research grants and tenders.

Judgement, Independence and Problem Solving

Responsible for independently monitoring, reviewing and developing procedures in own functional area and provide recommendations to senior staff.

Selection Criteria

- A degree with substantial subsequent relevant experience; or extensive experience and management expertise in an appropriate administrative field; or an equivalent combination of relevant experience and/or education/training.
- High level oral and written communication skills, including the ability to facilitate formal presentations.
- Demonstrated capacity to lead and work within a team and achieve organisational goals in an environment of competing demands.
- Decision making ability and the willingness to accept responsibility for decisions made.
- Computer literacy, including word processing, spreadsheet and database software skills.
- Demonstrated ability to provide a high level of customer service.
- Commitment to continuous improvement as the basis for service delivery.
- Demonstrated capacity to deal effectively with clients from diverse backgrounds.
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.

It is desirable that the applicant possess the following:

- Knowledge of research issues within the Higher Education sector.
- Understanding of issues related to research contracts and agreements.

Conditions and Benefits

HEW Level 7: \$61,431 to \$69,110 per annum.

The University will provide a basic level of superannuation to Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is also available with this appointment.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:
<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Ms Judy Alexander, Associate Director Research Grants & Infrastructure on (02) 4921 8859 or email Judy.Alexander@newcastle.edu.au

Related Links

- [University of Newcastle Annual Report](#)
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Closing Date

Applications close on **Sunday 26 October, 2008.**

Note: Your application **must** include a statement addressing the selection criteria.

All applications **must** include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the Subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

DO NOT use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).