

Senior Grants Writer

Group	Corporate
Unit	Grants Development
Reports to	Grants Development Manager
Direct reports	Nil
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Part-time (0.8 FTE)
Date (created or reviewed)	April 2022

Position purpose

The role of the HMRI Grants Development Team is to increase HMRI's research performance and profile by partnering with senior leaders, researchers and professional services teams to secure competitive national and international research funding, increase the level and diversity of research funding and facilitate excellent research outcomes by delivering grant development strategies.

The Grants Development Team leads the development and submission of all competitive research grant funding, including National Health and Medical Research Council (NHMRC), Medical Research Future Fund (MRFF) and other local, national and international schemes and tenders from government and industry sources.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Senior level grant writing support to HMRI affiliates and the Grants Development Team, including advising on, and developing, a clear grant pitch, narrative, and argument for funding.
- Coordinate all facets of the grant application process including researching, writing, submitting and tracking of grant proposals, and in progress-reporting to stakeholders as required.
- In conjunction with the Grants Development Manager, conducts regular scans of the funding environment, assess and recommend opportunities to HMRI stakeholders and identify new sources of grant income.
- Document grant business development opportunities, engage in funding networks and advise on targeting strategies for renewal and growth of grant income.
- Support the identification and assessment of potential, external grant partners and facilitate HMRI's approach to joint grant priorities and roles and responsibilities.
- Design and implement templates and support materials to ensure high quality applications are submitted.

- Ensure internal and external stakeholders are managed in a supportive, collaborative manner, maximising opportunities for HMRI.
- Project manage grant applications to ensure timelines and grant criteria are met.
- Source and integrate technical expertise/advisors as relevant and integrate technical considerations into applications.
- Review and evaluate grant applications for compliance and eligibility, and provide accurate, timely and constructive advice and feedback to the Grants Development Manager.
- Develop and monitor grant development systems and processes.
- Maintain and enhance links and dialogue with government, key agencies, and industry.
- Recommend priority engagements and contacts for the Institute Director and the Leadership Team to positively promote and expand HMRI's reputation and profile with funders.
- Support understanding and analysis of new and emerging financing models and non-traditional funding streams.
- Research and recommend innovative approaches to resource organisational financial sustainability.

HMRI expectations & legal compliance

HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.

- All HMRI employees are expected to:
 - Make sound time management judgement in relation to prioritising work and meeting deadlines.
 - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
 - Contribute to the effectiveness of the team.
 - Take responsibility for personal career development and training.
 - Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
 - Ensure the reputation and integrity of HMRI is maintained at all times .
 - Maintain confidentiality at all times.
 - Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.

- Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.
- Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

Essential position requirements

- Tertiary qualifications in a related field and/or equivalent experience in a similar role.
- Experience handling the scientific writing and project management process for complex multi-institutional grant applications
- Proven track record in developing successful competitive funding applications.
- Experience writing across broad research areas (e.g., science, clinical research, epidemiology, health services, public health), underpinned by a good understanding of diverse health and medical research approaches
- Knowledge and understanding of research grants and funder conditions and requirements, in a medical research or academic setting.
- Exceptional writing and editing skills, with demonstrated ability to understand and present complex scientific content in a clear and concise manner.
- Proven track record in fostering collaborative partnerships with stakeholders and colleagues.
- Demonstrated communication skills (written and oral), with a proven ability to communicate effectively with researchers and a variety of audiences.
- Strong planning and organisational skills with proven ability to meet deadlines whilst maintaining a high level of attention to detail.
- Ability to show initiative, work independently and also ability to work cooperatively with members of the team, and across teams, to accomplish joint tasks and common objectives.

I confirm that I have read this Position Description, understand its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

_____/_____/_____
Employee Name Employee Signature Date

Note: A copy of this signed acceptance is to be placed on employee’s personnel record and a copy provided to the employee.