

# Grants Development Manager

<b>Group</b>	Corporate
<b>Unit</b>	Grants Development
<b>Reports to</b>	Institute Director
<b>Direct reports</b>	Five (5)
<b>Work location</b>	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
<b>Employment status/type</b>	Full-time (1 FTE)
<b>Date (created or reviewed)</b>	February 2023

## 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 research and grant development strategies.

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

The Grants Development Manager is responsible for developing and leading HMRI's Research and Funding for Growth Strategies for competitive grants, including developing and managing relationships with key internal and external stakeholders and directing a competitive program of grant activity that will optimise research outputs and associated impact.

This position serves as a liaison with key services within HMRI and provides coordination and oversight on the research grant development process to ensure that the highest quality grant applications are developed. Key to achieving in this area will be the development of key sector networks and facilitating interactions between HMRI, researchers and external partners; for example, funding bodies, collaborators, industry, government and regulatory authorities. This position will also lead the development and implementation of HMRI's organisational readiness for authentic and impactful consumer and community involvement.

This position will be a close collaborator with HMRI's partners in the University of Newcastle and the Hunter New England Local Health District, and will be responsible for developing collaborative, streamlined processes between the Research Divisions within our partner organisations to facilitate seamless and optimised grant development and submission process for researchers and clinicians in our region.

## Key responsibilities

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

- Conduct horizon scanning for research funding trends, advice on targeting applications to opportunities, grant skills development and guidance regarding research funding bodies and opportunities.
- Amalgamate findings from the 2022 Barlow & Kimlin reviews into grant success strategies.
- Identify, prioritise and secure research grant opportunities that improve the research income, productivity and outputs of HMRI, coordinating with other professional services teams as required.
- Identify and support networks of consumers and community to participate and become involved in our research programs.
- Develop proposals in collaboration with individual academics, academic teams and HMRI platforms (as appropriate), and build a streamlined process to facilitate access to optimised grant development.
- Review and evaluate grant applications for scientific quality and compliance (including budget), provide critical feedback for strategic fit against external funding guidelines, selection criteria and internal policies and strategic directions.
- Maintain a network across other research institutes to identify opportunities for collaboration and building of consortia.
- Identify grant business development opportunities, engage in funding networks and advise on targeting strategies for renewal and growth of grant income.
- Ensure HMRI engages in networks and organisations that represent the most likely sources for identifying grant funding opportunities (e.g., AAMRI Strategic Network).
- Recommend priority engagements and contacts for the Institute Director, the Leadership Team and Researchers to positively promote and expand HMRI's reputation and profile with funders.
- Provide grant editing support and coordination for large institutional applications.
- With senior leaders, develop and implement research grant plans (short and long-term), including building capacity for consumer involvement.
- Proactively work to establish, facilitate and foster productive relationships with external stakeholders such as collaborating institutions, government and other agencies.
- Develop and maintain strategic resources for HMRI researchers to facilitate grant development.
- Develop, implement and project manage strategic initiatives to increase research grant income to HMRI, including timelines and internal processes to support the submission process.
- Keep abreast of legislation and policy developments that governs medical research in Australia and Internationally.
- Ensure accurate record keeping of submissions and awards; monitor progress and success rates; prepare regular performance analysis and management reports.
- Collaborate with HMRI corporate teams and platforms to ensure efficient, streamlined and effective grant establishment, project and financial management.

- Ensure internal and external stakeholders are managed in a supportive, collaborative manner, maximising opportunities for HMRI.
- Engage with the research sector broadly (e.g. University, Hunter Medical Research Institute colleagues, NSW Health, Australasian Research Management Society) to ensure best practice at all times.
- Foster a culture of transparency, cooperation, and collaboration within and between the Grants Development Unit, University of Newcastle, Hunter New England Local Health District, and HMRI Corporate teams, Research Platforms and Programs.
- Direct line management, training and mentoring of Grants Development team member(s).
- Allocate tasks across the team based on need, skills, and capacity.
- Undertake other responsibilities as required from time to time by the Institute Director appropriate to the position level.

## 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, preferably post-graduate, in a relevant field with demonstrated experience and/or education/training.
- Track record of achievement in leading the successful development of complex research grants.
- Demonstrated expertise in developing research funding strategies in consultation with a range of stakeholders (including consumers) and implementing these strategies to increase research income from government and/or other funding sources at an organisational level.
- Proven experience in establishing grant development programs and processes in a similar environment.
- Extensive understanding of the domestic and global research funding landscape and how to attract and administer competitive research funding through these funding agencies.
- Exceptional writing and editing skills, with demonstrated ability to understand and present complex scientific content in a clear and concise manner.
- Highly-developed relationship management and consulting skills, including the ability to influence and negotiate with a variety of stakeholders.
- Demonstrated understanding of consumer involvement across the research process, including experience in the development of research grants in collaboration or involvement with consumers.
- High level people management skills, with demonstrated ability leading and coordinating teams to meet internal and external deadlines.
- Demonstrated excellence in communication (written and oral), with a proven ability to communicate effectively with a variety of audiences.
- High level time-management skills, with the ability to work under time pressure on multiple initiatives concurrently.
- Proven track record of problem-solving and strategic thinking skills.

HMRI Position Description: Grants Development Manager

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.