



Position Description

Grants Associate

- Key role engaging with clinician-researchers and assisting in managing competitive research grant programs
- Join a small but dynamic team poised for growth
- Inner city location close to public transport

Job title:	Grants Associate
Team:	Research and Grants
Reports to:	Research Manager
Location:	Milton, Brisbane
Job status:	Permanent
Hours:	Part-time or Full-time dependant on the candidate
Remuneration:	Negotiable depending on skills, experience and working hours
Application closes:	5 pm AEST, Friday 15 June 2018
To apply:	email application letter and resume to info@emfoundation.org.au

About the Emergency Medicine Foundation (EMF)

EMF is an Australian not-for-profit organisation, dedicated to emergency healthcare research.

Our purpose is to support high-quality research directed at improving the care of patients in a medical emergency and to develop emergency healthcare research capacity nationally. Long-term, every Australian will benefit from our research programs.

Established in 2007, EMF administers two research programs, funding innovative, evidence-based research with the potential to improve clinical practice in the short-term as well as deliver economic benefits to the healthcare system. In addition, we also run a Research Support Network (RSN) as well as helping to raise the profile of emergency healthcare research and the transfer of research outcomes into real and practical benefits for medical emergencies.

With \$2 million dedicated funding per year from Queensland Health, along with philanthropic and industry donations, this small organisation has invested more than \$14 million in emergency healthcare research since 2008. EMF has also committed a further \$2 million to developing and running a Research Support Network in Queensland.

What we offer:

- Competitive salary packaging
- Negotiable hours and salary
- Collaborative team environment

EMF embraces flexible working arrangements for staff -- allowing them to balance their work and personal commitments. We are a small, but driven team committed to driving research opportunities.

Key stakeholders

Primary internal relationships: Strategic Grants Committee, Scientific Advisory Committee, Research Evaluation Panel, General Manager, Research Manager, Communications Manager, Research Support Network Manager, Research Development Managers

Primary external relationships: Queensland Health, Researchers & Clinicians, Queensland hospitals, universities, Hospital and Health Services, Donors, other government agencies.

The Person

Qualifications:

- Postgraduate qualification in a relevant discipline or an equivalent combination of relevant experience and education/training; at minimum a Bachelor's degree with honours in a health-related field.

Skills & experience:

- Minimum of 3 years in research and/or grant administration
 - Experience in a dynamic work environment, preferably with research and/or stakeholder collaboration experience
 - Knowledge of Australian research grants regulations, policies, and procedures
 - Ability to work independently and demonstrate initiative
 - Willingness to work cohesively and supportively within a small team
 - Strong oral and written communication skills
 - Strong organisation skills and attention to detail
 - Ability to analyse problems and develop compelling solutions, presenting these to stakeholders to gain buy-in and achieve lasting change
 - Experience with measuring and promoting impact of research outcomes
 - Strong data analysis skills in Microsoft excel and/or similar platforms
 - Strong computer skills including MS Office
 - Experience with managing research contracts and negotiation skills
 - Workplace experience with corporate website and social media platforms is desirable
 - Experience with SmartyGrants is desirable but not essential
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Job Purpose

Working as part of a small but dynamic team, you will be responsible for engaging with grantees and stakeholders to administer, develop and promote EMF's competitive research grant programs.

Key responsibilities

Grant management

- Help coordinate grant programs by providing flexible and informed support to program staff, grantees and applicants
- Ongoing grant portfolio management, including liaising with grantees and administering institutions to ensure compliance and troubleshooting
- Providing advice and feedback to unsuccessful candidates
- Providing advice and support to potential grant applicants
- Assisting with peer review, assessment and governance processes
- Contribute to the evaluation and improvement of policies and procedures in the EMF grants management, including annual audit managed by the Scientific Advisory Committee

- Assist with contract negotiations and ensuring appropriate documentation and compliance is adhered to in line with grant requirements
- Assist with grant performance reviews and highlighting any areas for concern
- Responsible for the day-to-day grant administration processes including, data capture, extraction and analysis as well as outcome measurement and analysis
- Assist with reporting, monitoring and compliance
- Assist in preparing non-financial reports for Board committees and stakeholders to guide decisions and leverage opportunities
- Contribute to identifying and implementing solutions and improvements to enhance the governance and management of the grant programs

Promotion & engagement

- Assist with measuring, analysing and promoting of the impact of research outcomes
- Assist with business development activities, such as proposals, whitepapers, conferences, and/or other thought leadership materials.
- Assist with developing research and project profiles in a timely manner
- Work with internal stakeholders to ensure appropriate branding
- Provide information and copy for the website, social media, newsletters, annual reports and other communication collateral
- Identify opportunities to assist with promoting knowledge translation of EMF outcomes

Collaboration & relationship management

- Help manage internal and external stakeholders in a supportive, collaborative manner, with the ability to leverage opportunities
- Assist with developing research collaborations and identifying knowledge translation opportunities

Work Health & Safety

- Comply with EMF's workplace health and safety policy and procedures
- Take reasonable care at work to ensure your own and others' safety
- Report all known or observable hazards

Competencies

Decision Quality	EMF requires an individual who has the ability to make quality decisions based on common sense, integrity, experience and judgement.
Problem Solving	You will use logic and methods to solve difficult problems with effective solutions. We are looking for someone who has the ability to think strategically and independently.
Organising	You will be efficient at independently organising your time and resources to get things done. At times, you will be responsible for managing multiple activities within tight deadlines.
Process Management	You will need to be good at working out the processes needed to get your work done effectively and efficiently. Ideally, you will be able get more out of fewer resources.
Collaborative	You will be driven to collaborate and partner to build research capacity in the healthcare system and improve patient care. You will enable collaboration to enhance the discovery and translation of evidence that improves patient care.

Drive for Excellence	You are self-motivated and driven to succeed: pushing yourself to exceed expectations and aiming for the best outcomes for the organisation.
Customer Focus	You will be dedicated to meeting the expectations and requirements of internal and external stakeholders and researchers; you will establish and maintain effective and positive relationships with researchers and gain their trust and respect.
Self Development	You will be personally committed to and actively working to continuously improve yourself; understand that different situations and levels may call for different skills and approaches; work to deploy strengths; work on compensating for weakness and limits.