



# Senior Research Grants and Development Manager

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**Position title:** Senior Research Grants and Development Manager

**Division/Department:** Research Grants and Development

**Position reference:**

**Remuneration range:**

**Position reports to:** Head, Research Grants and Development

**Positions reporting to this one:** Research Grants and Development Advisor

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**Classification:** HEW 9.1-9.3

**Work location:** Parkville

**Employment type:** Full-time

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**Closing date:**

## Position overview

**The role of the Research Grants and Development Office** is to increase the Institute's research performance and profile by partnering with researchers, research teams, senior leaders 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 researcher development strategies. The Office provides professional, accurate and strategic advice, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between Institute researchers and external partners; for example, funding bodies, collaborators, industry, government and regulatory authorities.

The Office will lead the development, submission and management of all 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, philanthropic and industry sources. The Team works with researchers to provide advisory and administrative support throughout the entire lifecycle of a grant.

**The Senior Research Grants and Development Manager** will lead research grants development, submission and management of awards at the Institute. The role will be responsible for the development and implementation of research strategies and provision of operational support across a range of research development activities within Thematic areas and across the Institute. They will provide subject-matter-expertise to researchers, Research Grants and Development team members, Professional Services Teams and senior leaders in the preparation of competitive research grants.

The Incumbent will lead the development and implementation of an institute wide strategy for NHMRC research funding (applications and awards). They will support the Research Grants and Development team to implement this strategy across the Institute and within the Thematic area for which they are responsible.

The Senior Research Grants and Development Manager will also lead researcher grants education and development. Working in close partnership with research leaders, People and Culture, the Business Development, Fundraising and Strategy and Planning Offices, they will develop and implement strategies, policies and programs to improve the capability of researchers at WEHI.

The Incumbent will have an ability to rapidly adapt and respond to changes in the environment and priorities and deputise for the Head, Research Grants and Development as required.

## Organisational environment

### The Walter and Eliza Hall Institute of Medical Research

The Institute is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research.

With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing, advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

The Institute is organised around five themes; Cancer Research and Treatments; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology.

This Institute is committed to delivering long term improvements in treating and diagnosing diseases, with many national and international clinical trials underway based on research undertaken at the Institute.

The Institute's main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production.

## Organisational objectives

### Discovery and translation

To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

### Education and training

To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

### Organisational culture

To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

### Engagement

To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

### Sustainability

To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

## Organisational values

- Contribution to Society
- Integrity and Respect
- Collaboration and Teamwork
- Accountability
- Creativity
- Pursuit of excellence

## Key responsibilities

### ***Research Grants Development and Awards Management***

- Keep abreast of legislation and policy developments that governs medical research in Australia and Internationally.
- Identify, prioritise and secure research grant opportunities that improve the research income, productivity and outputs of the Institute, coordinating with other professional services teams as required.
- Develop proposals in collaboration with individual academics, academic teams and professional services teams (as appropriate). 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.
- Provide grant writing and editing support and coordination for large applications.
- With Theme and Division Heads, develop and implement research grant plans (short and long-term).
- Work to establish, facilitate and foster productive research relationships with the external stakeholders such as collaborating institutions, government and other agencies.
- Develop strategic resources for Institute researchers to facilitate grant development.
- Develop, implement and project manage strategic initiatives to increase research income to the institute, including timelines and internal processes to support the submission process.
- Ensure accurate record keeping of submissions and awards; monitor progress and success rates; prepare regular performance analysis and management reports.
- Oversee awards management at the Institute with the Research Grants and Development Advisor, collaborating with other professional services teams to ensure efficient, streamlined and effective grant establishment, project and financial management.
- Oversee and assist the Research Grants and Development Advisors and Assistant Research Grants Advisor in maintaining records, databases, filing systems and reporting (scientific and financial).
- Act as a Business Partner for Thematic area(s).

### ***Researcher Grants Education and Development***

- Partner with senior research leaders and other business areas to improve competitiveness for research grant funding through the design and promotion of strategic and integrated researcher development programs, strategies and policies.
- Ensure initiatives align with the Institute Scientific Capability Framework and goals of Institute committees (e.g. Gender Equality, Senior Technology Planning Group etc.).
- Develop mechanisms to ensure that the outcomes from researcher development activities can be observed, measured and evaluated.
- Provide strategic advice through consultation and recommendations to stakeholders on improving the researcher development through analysis of outcomes and use of sector-wide evaluation instruments.
- Manage, build and maintain positive working relationships with internal and external stakeholders, and provide proactive and customer-service oriented advice to the WEHI community.

### ***Business Process Improvement***

- Engage with the research sector broadly (e.g. University and Medical Research Institute colleagues, Australasian Research Management Society) to ensure best practice at all times
- Facilitate the development of Institute systems and processes to enable the research grants and

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development team activities. Harness data collected via these systems to generate evidence-based research strategies and analytical reports.

- Foster a culture of transparency, cooperation, and collaboration within and between Themes and Professional Services Teams.

### **Staff supervision**

- Direct line management, training and mentoring of Research Grants and 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 Head, Research Grants and Development appropriate to the classification level.

## **Key selection criteria**

### **Education/Qualifications**

1. Appropriate tertiary qualifications, ideally postgraduate degree in a science discipline or demonstrated equivalent experience and/or training.

### **Knowledge and skills**

2. Track record of achievement in partnering with researchers to generate new funding leads and driving the successful development and management of complex research grants.
3. Demonstrated expertise in developing research funding strategies in consultation with a range of stakeholders and implementing these strategies to increase research income from government (e.g. NHMRC, MRFF etc.) and / or other funding sources (e.g. philanthropic, industry etc.) at an organisational level.
4. Proven research development project management skills and evidence of a positive outcome for the organisation.
5. Experience in establishing researcher development programs in a large research environment in collaboration with senior leaders and relevant business units.
6. Extensive understanding of the global research funding landscape and how to attract and administer competitive research funding through these funding agencies.
7. Grant writing, editing and proposal development experience for a range of funding opportunities including from government, philanthropic and industry sources.
8. Planning and organisational skills and demonstrated capacity to prioritise and multitask. Experience allocating resources and working across multiple initiatives while meeting deadlines.
9. Experience in grant management, including contract review and negotiation, variations, reporting (scientific and financial).
10. Excellent interpersonal, oral, and written communication skills and the demonstrated ability to lead, influence and negotiate effectively and sensitively with senior leaders, researchers, professional services colleagues, and external bodies.
11. A proven track record of high level analytical, conceptual and problem-solving skills.
12. An inclusive work style and ability to work supportively within a small team and collaboratively across the Institute.
13. High level of energy, enthusiasm and initiative and a proven ability to thrive in a fast-paced environment and under pressure, with a commitment to continuous personal and business improvement.

## A safe and sustainable workplace

The Institute is committed to developing a safe and sustainable work place with rigorous risk, compliance and governance systems. As an employee you are expected to:

- Comply with Institute policies, plans and procedures.
- Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all risks, hazards, incidents/injuries and near misses.
- Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
- To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.

## Diversity

At the Walter and Eliza Hall Institute we embrace diversity amongst our staff and students and know the importance of an inclusive workplace culture to the success of our organisation.

We are actively committed to achieving gender equality across our workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

We have a strong commitment to the process of reconciliation and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples.

We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

## Privacy notification

The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Privacy Act 1988.

## Acceptance

I, ..... have read, understood and agree that this position description represents the key duties and responsibilities expected of me while employed in this position. I will also undertake other duties assigned to me from time to time. I understand the Walter and Eliza Hall Institute of Medical Research reserves the right to modify this position description, as required, and I will be consulted when this occurs.

*\*) If e-signature is used:*

I consent to providing my electronic signature below in confirmation that I have read, understood and accept the duties and responsibilities described this position description.

Employee Signature: ..... Date: .....

Supervisor Signature: ..... Date: .....

Supervisor Name: .....