

GRANTS DEVELOPMENT SPECIALIST

Group:	Corporate
Unit:	Grants Development Team
Reports to:	Grants Development Manager
Direct reports:	Nil
Work location:	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type:	Part-time (0.7 FTE)
Date (created or reviewed)	February 2024

Position purpose

The role of the HMRI Grants Development Team is to enhance HMRI's research performance and profile by partnering with senior leaders, researchers and professional services to secure competitive national and international research funding, increase the level and diversity of research funding and optimise the translation of evidence into practice.

The Team leads a range of grant development strategies for the development of highly competitive funding proposals, including to the National Health and Medical Research Council (NHMRC), Medical Research Future Fund (MRFF) and other government and industry sources. The Grants Development Team also administers internal start-up funding schemes and secures recognition for HMRI's research by supporting the delivery of internal and targeting of external Research Awards.

Reporting to the Grants Development Manager, the **Grants Development Specialist** assists in building competitive grant applications by providing strategic advice, reviewing drafts and delivering workshops and development programs with an emphasis on enhanced competitiveness of funding bids. A key part of the role is fostering relationships across the research landscape to facilitate high value interaction between researchers, partners and funding bodies. The Grants Development Specialist also contributes to the coordination of team research funding bids, internal HMRI grants and awards schemes, and institutional letters of support for grant applications.

Organisational environment

Hunter Medical Research Institute (HMRI) is Australia's largest regionally located medical research institute. Its translational research model aligns over 1600 researchers, students, and support staff from the Hunter New England Health Local Health District and the University of Newcastle, to prevent, cure and treat a diverse range of illnesses. Internationally recognised research outcomes are being achieved in asthma and airway diseases, cancer, diabetes, mental health, nutrition, pregnancy and reproduction, stroke and more, delivered through active collaborations across the globe.

HMRI's platform capabilities (including clinical trials, health research economics and impact, bioinformatics and data sciences) and significant research infrastructure (including biobank, state of the art imaging, genomics and histology) ensure that HMRI researchers are optimally positioned to pursue regionally important and world leading discovery and translational programs.

HMRI Strategic Priorities

HMRI strives to **transform the health and wellbeing of our community** via its strategic priorities:

- Drive a research agenda that creates the healthiest people.
- Be global leaders in the rapid discovery and translation of research.
- Grow and sustain partnerships and networks to enhance impact.
- Pursue excellence through our one team approach.

HMRI values and behaviours

HMRI's values and behaviours prioritise striving for excellence, honest communication, sharing and collaboration, and considerate engagement.

- **Conscious Trailblazers** - Always curious in the pursuit of impact, unafraid to challenge and change, striving to improve.
- **Thoughtfully candid** - Honest and straightforward truth with empathy and respect. We're frank and constructive.
- **Community cultivators**- We're community minded; we understand our own role in the whole, and we'll listen to each other so we can understand everyone's challenges. Then help them.
- **Greater than the sum of our parts**- We solve problems together; we collaborate across our ecosystem.

Key responsibilities: Grants Development Specialist

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

Grant Development

- Provide tailored support to HMRI researchers developing project concepts for competitive funding applications, including advising on alignment with funding scheme priorities, stakeholder engagement, governance, budget preparation and timeline management.
- Review draft grant proposals and provide robust feedback to researchers to strengthen their applications by enhancing clarity, attention to detail, coherence and effective communication of the research need.
- In conjunction with the Grants Development Manager, conduct regular scans of the funding environment to assess and communicate opportunities to HMRI researchers and promote diverse sources of grant income.
- Assist in the delivery of competitive internal funding and award schemes, and support researchers preparing applications for prestigious external awards.
- Support the identification of potential external grant partners and facilitate HMRI's approach to joint grant bids.

Business Process Improvement

- Build and maintain relationships across the medical research sector, both locally (within the University and Health District) as well more broadly (e.g. funding organisations, industry, Australasian Research Management Society; Australian Association of Medical Research Institutes) to coordinate support and ensure that advice aligns with best practice.
- Contribute to the delivery of training opportunities to build the professional capacity of HMRI researchers at all career stages.
- Manage information to assist proposal development including designing and implementing templates and support materials and analysing funding data to drive process improvement across the local research landscape.

Essential position requirements

Education/Qualifications

- Tertiary qualifications in a related field and/or equivalent experience in a similar role.

Essential Skills

- Knowledge and understanding of research grants and funding body requirements in a medical research or academic setting and proven track record in developing and reviewing successful funding applications.
- Outstanding communication skills with a proven capacity to foster collaborative research partnerships with stakeholders and colleagues.
- Exceptional writing and editing skills, with demonstrated ability to understand and present complex scientific content in a clear and concise manner.
- Professional dedication and initiative for effective independent work as well as the ability to work inclusively and collaboratively across teams and organisations.
- Strong planning, organisational and problem-solving skills with proven ability to meet deadlines whilst maintaining a high level of attention to detail.
- Ability to work with a high level of enthusiasm to support our organisational purpose to transform the health and wellbeing of our community, including a commitment to continuous personal professional development and business improvement.

Experience as a researcher is a desirable but not essential attribute, and the role may appeal to postdoctoral researchers that are interested in research development, health industry and innovation, and university research administration as complementary or alternative career pathways.

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 judgements, effectively prioritising work to meet deadlines in a high volume work environment.
- 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.

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.