

Position Title	Grants Administration Project Officer	Report to	Research Projects Manager
Division & Team	Cancer Prevention & Research	Location	Subiaco
New position or revision & date	New position - November 2024		

Position Purpose

In collaboration with the Senior Research Development Coordinator and the Research Development Officer, the Grants Administration Project Officer will operate and maintain the online grants management system, oversee the processing of research applications, and contribute to the evaluation of the Cancer Council WA, Research Funding Program (The Program). The Research Development Officer will also liaise with the CCWA funded researchers and the Research Grants Advisory Committee.

Our Vision	Achieve a cancer-free future for our community.
Our Mission	Cancer Council Western Australia works with our community to reduce the incidence and the impact of cancer.
Our Values	<p><i>Making a real difference</i> We seek to have a major positive impact on the lives of all West Australians. We never stop seeking to improve and innovate what we do and are prepared to take risks to achieve breakthrough results.</p> <p>We do this by living the following values:</p> <ul style="list-style-type: none"> • <i>Integrity</i> We have high standards and we do what we say we will do. We are transparent and consistent in the way we work and relate. • <i>Evidence</i> We always seek the most solid foundation of evidence available in every practice we embrace. • <i>Care</i> We are passionate about our mission and deeply value our community and each other. We show empathy for those we are here to serve, respect and value our staff and volunteers and do everything we do with great care. • <i>Collaboration</i> We actively engage with others and each other to achieve our shared objectives. We create inclusive and empowering connections with and between our stakeholders to build the capacity we need to bring about great change. • <i>Equity</i> We work positively with people of different backgrounds, status and education to help them achieve the best possible level of health and wellbeing. • <i>Boldness</i> We engage in continuous improvement and innovation and take risks to achieve results.

Key Responsibility Area	Inputs - Key Activities	Outputs - What is expected/end result	Measures - How it is measured
Operational			
Research Program Application Processes	Research Funding Program grant, fellowship and research award administration.	<p>Support development and delivery of clear timelines and processes within the Research Funding Program grants management system.</p> <p>Administer the Research Funding Program agreements post-approval acquittal and other governance documentation and administrative tasks as directed.</p> <p>Maintain accurate records of confidential grant applications, approvals, and funding distributions.</p> <p>Monitor grant compliance and reporting requirements, ensuring timely submission of necessary documentation.</p> <p>Support the Research Funding Program team with maintenance of the grants management system and relevant website and communications with applicants and committees.</p>	<p>Positive feedback from key stakeholders, including Senior Coordinator, Manager and external grants management system users.</p> <p>Reporting indicates the Research Funding Program schemes are administered within allocated timelines and requirements.</p>
Research Program Evaluation	Reporting	Assist the Research Funding Program team with program evaluations and compile annual reports and other reports as needed.	Monitoring and evaluation reports are completed on time.
Special Projects	Coordination of special projects related to the Research Funding Program	Implement special projects as directed by the Research Projects Manager.	Special projects are completed on time and within budget
Occupational Health and Safety			

Key Responsibility Area	Inputs - Key Activities	Outputs - What is expected/end result	Measures - How it is measured
	<p>All training on relevant Occupational Health and Safety processes relevant to their position is undertaken</p> <p>Appropriate personal protective equipment is used at all relevant times</p> <p>Any situation, event or incident that is in breach of Occupational, Health and Safety policies or procedures is identified and reported and corrective actions implemented where appropriate</p>	<p>Attendance at required OHS training</p> <p>PPE worn correctly at all times</p> <p>Hazards & Accidents reported</p>	<p>No lost time injury</p>

Selection Criteria	Essential	Desirable
Experience in required industry and or position		
Relevant tertiary qualification or equivalent competency		X
Experience in research grant management/grant administration and demonstrated ability maintaining accurate records and data integrity		X
Demonstrated experience in grant management software and other planning/project management tools		X
Other skills		
Exceptional organisational skills, including the ability to manage competing priorities to tight deadlines and a high level of attention to detail	X	
High standard of proficiency in the use of Microsoft software packages and demonstrated aptitude and ability to develop spreadsheets and databases	X	
Well-developed communication skills including interpersonal, verbal and written reports	X	
Demonstrated ability to work both autonomously and as a member of a team.	X	
CCWA Values		
Demonstrated understanding of and commitment to the values of Cancer Council WA	X	

Positive approach to the workplace	X	
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