

POSITION DESCRIPTION

Research Development Officer

POSITION NUMBER	
DEPARTMENT	Research Support
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full time - Part time (0.8 FTE) will be considered. Ongoing (funding contingent)
REPORTS TO	Research Development Manager
BASE SALARY	Professional Level 6 \$89,266 - \$96,627 (pro rata for part time)
SUPERANNUATION	Employer contribution of 10.5%
OTHER BENEFITS	Salary packaging available (making part of your salary tax-free and increasing take-home pay) For more information visit www.smartsalary.com.au
HOW TO APPLY	Visit www.cera.org.au and apply via our <i>Study and Careers</i> page
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: (03) 9929 8201 e: cera-hr@unimelb.edu.au <i>Please DO NOT send your application to this email address</i>

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.

For further information about us visit www.cera.org.au

Position Summary

Reporting to the Research Development Manager, the Research Development Officer will provide professional support to researchers and students primarily focusing on grant support.

The Research Development Officer will advise and assist researchers for the full 'lifecycle' of research grants, including sourcing funding opportunities and liaison with funding bodies, coordination, and support for researchers in the application process, tracking grant outcomes, administering grant agreements, and compliance and acquittals. In doing so, the position will play a critical role in CERA's goal of increasing and diversifying its research income from external sources and the successful achievement of annual research funding performance targets.

The key focus of the role will be to work closely with researchers to provide advice and assistance with grant writing, as well as to support improvements in systems and processes.

There will also be opportunity for the Research Development Officer to develop knowledge and capabilities in animal ethics including assisting and advising on animal ethics applications, and compliance and reporting. Training will be provided to support development in this area.

Key Responsibilities

1. Provide accurate and timely advice and information to researchers on funding opportunities.
2. Work with researchers to develop competitive funding applications through the provision of high-level support and specialist advice, across a diverse range of funding bodies and opportunities.
3. Review proposals and applications and provide constructive feedback to ensure the best possible funding outcome.
4. Assist in developing and implementing strategies that build research grant writing capability.
5. Develop positive and professional working relationships with grant funding bodies, government officers, philanthropic and other institutions.
6. Provide support for post-award requirements, including maintaining records, databases, filing systems and reporting.

Selection Criteria

ESSENTIAL

1. Demonstrated experience coordinating the development and submission of research grant applications.
2. Working knowledge of grant funding programs and bodies, and research funding rules and regulatory framework.
3. Solid understanding of the Victorian and Australian health and medical research environment.

4. Excellent written and verbal communication skills, including the ability to communicate effectively with stakeholders, and the ability to make recommendations to research staff.
5. Excellent organisational skills, the ability to successfully prioritise and manage competing issues and meet deadlines, and great attention to detail.
6. Ability to develop positive, professional and collaborative working relationships with leaders, staff, students and stakeholders.
7. Ability to work in a complex, ambiguous and changing environment. Flexible and agile.
8. Demonstrated proficiency in Microsoft Office suite including Word, Excel and PowerPoint.

DESIRABLE

1. PhD or tertiary qualification in a related discipline.
2. Experience developing and implementing strategies to build and improve grant writing capability, including designing and delivering appropriate professional development programs.
3. Knowledge and experience with animal ethics submission and the principle “3Rs” of reduce, refine, replace, or be willing to undergo necessary training and rapidly and comprehensively gain knowledge and familiarity with the ethical issues, best practices and regulations involved with animal ethics.

Special requirements and other information

1. CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. You are required to be fully vaccinated against COVID-19 (SARS-CoV-2), including with a booster dose, unless CERA grants you an exemption.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
3. You will be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.
4. As grant application rounds are cyclical, you will be expected to schedule leave and planned absences at appropriate off-peak times.
5. You may be required to independently travel to other work locations to fulfill the requirements of the position.
6. This position will have no direct reports.

About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in East Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at Eye and Ear on the Park. We also have laboratory facilities within the St Vincent's Hospital Clinical Sciences Building. We have around 180 staff and students working across our three sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.
- **Unity** – We work together for the greater good.
- **Agility** – We work with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.
- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people's lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.