



Position Description – Grants Officer

Position Details

Position Title:	Grants Officer, Research Projects Office
College/Portfolio:	International & Engagement Portfolio
School/Group:	RMIT Europe
Campus Location:	Based at RMIT Europe in Barcelona (Spain)
Time Fraction:	Full Time (37 hours per week)
Employment type:	Ongoing/permanent

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

RMIT Europe

RMIT Europe, is a creative and dynamic hub of RMIT university based in the heart of Barcelona. It is a centre that is successfully extending RMIT University's international engagement in Europe and strategically growing the university's collaborative research and education activity in Europe. RMIT Europe is led by the Executive Director on behalf of the RMIT Europe Board. It facilitates RMIT's collaboration in the development of innovative pan-European projects attracting global knowledge from Europe, Australia and Asia to deliver local impact.

The objectives for RMIT Europe are to:

- Act as a gateway between Europe and Australia and make an impact in the region through research and innovation and life long learning
- Strengthen RMIT's reputation and profile in Europe and globally
- Increase capacity and capability , with a focus on high impact European partnerships leveraging funding from the European Commission and other national and international sources
- Develop collaborative opportunities for education with European partners
- Facilitate international experiences for RMIT staff and students with European partners and grow opportunities for global work integrated learning for RMIT students
- Leverage and grow industry partnerships to support the quality and relevance of our education and to ensure the impact of our research

For more information, visit: <https://www.rmit.eu/> and click [here](#) for a list of current research projects.

Position Summary

The Research Projects Office at RMIT Europe is seeking a highly motivated Grants Officer to support the Pre and Post-award teams in the preparation of proposals for funding and in the implementation of the awarded projects mainly by EU funds. The Grants Officer will be a key part of the Research Projects Office and a key point of contact for researchers by providing them with direct administrative and management advice to guarantee an efficient implementation and delivery of the projects. She/he will liaise with other RMIT Europe teams to ensure correct development of activities (Comms, R&I Partnerships, Finance) and closely collaborate with projects' CIs and teams at RMIT University.

Reporting Line

Reports to: Senior Manager Research Projects Office

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Providing administrative support in the preparation of new project submissions. Oversee eligibility criteria, budget compliance and other requirements.

- When a project is awarded, monitoring the signature of the grant agreement (GA) and consortium agreement by closely interacting with the coordinator of the project and with RMIT University teams.
- Monitoring the development and fulfilment of project's tasks and deliverables and guaranteeing correct execution of the obligations derived from the GA liaising regularly with research fellows to update project's workplan.
- Control of the eligibility of justifiable expenses, ensure compliance with the GA and with RMIT Europe procurement processes.
- Regular communication with the project coordinators and participation in the distribution lists of the projects to monitor the activities and provide better and anticipated advice to researchers.
- Maintain internal document databases and systems related to grant applications and awarded projects.
- Provide advice with the planning and delivery of engagement and outreach activities including research related events.
- Participate as an effective and flexible member of the team and contribute to a culture of collaboration and continuous improvement through assisting with streamlining processes and support services
- Undertake other duties as directed by line manager.

Key Selection Criteria

1. Minimum of 1-2 years proven experience in a similar position.
2. Good knowledge of the research competitive funding environment, in particular EU funding schemes.
3. Experience in preparation of data, budgets, reports, meeting agendas, papers and minutes using Microsoft Office tools and/or other systems.
4. Demonstrated organizational and analytical skills including ability to meet strict deadlines, prioritise and multi-task across a portfolio of projects.
5. Demonstrated ability to work effectively both independently and autonomously and as a member of a multi-disciplinary and agile team to meet project outcomes and milestones.
6. Impeccable attention to details and rigor, results-oriented, problem-solving attitude, flexibility and ability to take own initiatives.
7. Excellent communication skills (both written and oral) and ability to communicate effectively with a wide range of stakeholders (academic staff, industry and academic partners).
8. Ability to work flexibly as part of a team in a busy and changing environment and willingness to learn.
9. Strong computer skills with proven ability to adapt to different programs and systems

Qualifications

Essential:

- Master degree (Business, Legal, Science or International/European Affairs an advantage)
- Previous experience working in a Research Projects Office
- Excellent organisational and project management, communication and stakeholder engagement skills in both academic and industry.
- High level proficiency in English both written and spoken.
- Eligible to legally work in Spain.

Desirable:

- Knowledge of European and/or international funding schemes, in particular HE projects
- Specific training and/ or qualifications in European project management.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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