

Position Title:	Research Grants Officer
Classification:	Grade 6
Agreement Name:	Turning Point Alcohol and Drug Centre Inc Certified Agreement 2005
Current Effective Date:	February 2010
Next Review Date:	February 2011
Reports to:	Designated Research Program Leader

1. ORGANIZATIONAL INFORMATION

Eastern Health’s Mission Statement

Eastern Health will provide high quality, accessible health care services that are responsive to the needs of the community.

Organisational Environment

Eastern Health provides a range of services which include acute services, mental health services, aged care services (including residential care), short term rehabilitation, respite care, community based programs and palliative care, both on an inpatient and outpatient basis. These services and programs are supported by staff who possess an unparalleled commitment to patient care as well as teaching and research.

The strategic goals are fully detailed in the Staff Handbook and Code of Conduct.

Eastern Health Values

Eastern Health values reflect who we are as individuals and as an organisation, and are testament to the Eastern Health Mission Statement; they include the concepts of Excellence, Accountability, Compassion, Team Work, Integrity, Respect and Collaboration.

The Eastern Health Values are fully detailed in the Staff Handbook and Code of Conduct.

2. POSITION SUMMARY

The Research Grants Officer will provide high quality pre-award and post-award grant and tender administration services to research programs at Turning Point. The objective is to increase the range of external funding for research at Turning Point, and ensure that the organisation maintains a strong reputation for effective grant management and administration.

The position will be based at Turning Point, in Gertrude St, Fitzroy.

3. MAJOR DUTIES AND/OR RESPONSIBILITIES

1. Administer specified external research grant and fellowship schemes. This includes, where necessary, drafting scheme guidelines, application forms, assessment processes and preparing information or resources to support researchers.
2. Identify funding opportunities, including grants, fellowships and request for tenders, communicating funding opportunities to research program leaders in a timely fashion.
3. Plan, organise and participate in research funding seminars/workshops for specified schemes or projects.
4. Provide expert reviews of grant and tender applications to ensure compliance with scheme guidelines, and Turning Point policies and procedures. Ensure that applications meet eligibility requirements and academic standards. Provide detailed feedback to researchers, including advice on ways to make research grant applications more competitive.
5. Manage the post award administration of grants including liaison with granting agencies, partner research organisations and researchers to negotiate research grant contracts and variations to contracts on behalf of Turning Point.
6. Co-ordinate the submission of ethics applications.
7. Manage the non-financial aspects of Turning Point's research grant reporting obligations, including end of year reporting to the ARC and NHMRC and other funding bodies.
8. Provide information and reports for research program leaders at Turning Point.
9. Develop processes and quality assurance mechanisms to optimise outcomes for Turning Point from participation in grant application rounds.
10. Perform other duties as required by research program leaders.

Human Resource Management

- Supervise other research and administrative staff and tasks as required.
- Hold career discussions with staff
- Ensure performance plans are in place for all direct staff members
- Develop and maintain harmonious, effective interpersonal relationships with all Mental Health/Alcohol & Drug personnel, wider staff group in Eastern Health, community and professional groups and with the external community.

Quality Care

- Participate in quality projects as required.
- Actively develop and participate in the service related continuous improvement practices and principles
- Contribute to quality improvement and research activities focused on developing best practice across the Mental Health/Alcohol and Drug Services

Research & Training

- Participate in collaborative research/project activities for the benefit of the service and the sector as a whole.
- Act as a professional role model and resource

4. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

- Provide and maintain so far as is practicable a working environment that is safe and without risk to health. Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines.
- Comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Accident Compensation Act 1992.

5. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

6. QUALITY

Eastern Health is accredited by the independent Australian Council on Healthcare Standards (ACHS) in recognition of the achievement of acknowledged standards, and the commitment to continuous improvement in the provision of healthcare standards. Staff are required to actively participate in quality improvement activities within the Department, which meet the requirements of the ACHS Evaluation and Quality Improvement Program (EQulP).

7. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2000.

8. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

9. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur six (6) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

- Attachment 2 Key Performance Indicators
- Attachment 3 Eastern Health /Department Information

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Signed: _____

Date: ____/____/____

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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ESSENTIAL

- A degree with appropriate work experience in a similar field.
- Excellent understanding of research and the academic environment.
- Well-developed verbal and written communication, interpersonal and consultation skills.
- Demonstrated ability to work both autonomously and co-operatively within a small team and with a wide range of stakeholders; including the flexibility to adapt to changing priorities and contribute to continuous improvement.
- Demonstrated ability to manage and meet competing deadlines and tight time frames.
- Demonstrated competence in the use of computer packages and electronic databases including word processing (Microsoft Word), spreadsheet (Excel), email and web-based materials.
- Demonstrated ability to interpret and apply complex instructions and guidelines; and a demonstrated ability to critique documents and provide constructive feedback.
- An analytical approach to problem solving.

DESIRABLE

- Postgraduate qualifications or progress towards postgraduate qualifications.

ATTACHMENT 2

Key Performance Indicators

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Operational and Service Development

- Evidence of a systematic approach to the promotion of funding opportunities across research
- Preparation of quality funding proposals, in collaboration with researchers
- Dissemination of professional development opportunities and resources to advance the preparation of quality submissions
- Timely communication of advice on draft submissions to ensure they comply with requirements of funding bodies
- Data management; proposals, responses, reporting obligations
- Promotion of training opportunities for staff to increase their capacity to attract competitive research funds to the organisation
- Other

Human Resources Management

- Regular communication with research so staff have a clear understanding of funding opportunities and requirements
- Promotion of staff success
- Positive and effective working relationships with all staff developed and maintained

Quality Care

- Identify and promote opportunities to improve processes and systems in accordance with quality system methods
- Support initiatives that aim to improve ways of working
- Operations meet Eastern Health's Quality Framework

Other

- Active promotion of Eastern Health's strategic goals and directions both internally and externally
- Adherence with the Eastern Health values
- Adherence with all Eastern Health policies

ATTACHMENT 3

Eastern Health/Department/Specialty Information

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Department / Specialty Area	Mental Health and Alcohol and Drugs Clinical Program
Campus / Physical Location	Fitzroy

ORGANISATIONAL CONTEXT

Eastern Health is a leading provider of Health care in the eastern region of Melbourne and incorporates Acute: Aged Care, Rehabilitation and Community Health (ACRCH); and Mental Health and Alcohol & Drug Services across a number of large, medium and small work locations.

The Mental Health & Alcohol and Drugs Clinical Program provide services across the Eastern Metropolitan Region encapsulating the communities surrounding the Maroondah, Box Hill, Angliss, Yarra Ranges, and Peter James Centre Hospitals, and in addition some state-wide services. Our services cover the continuum of care and include both inpatient and community based services.

The Mental Health & Alcohol and Drugs Clinical Program have an employee base in excess of 700 staff and manage an annual budget of over \$70million.

LOCAL WORK ENVIRONMENT

TURNING POINT CENTRE

Turning Point Alcohol and Drug Centre was established in 1994 to provide leadership to the alcohol and other drug sector in Victoria. This leadership role is based on core areas of activity:

- Clinical service provision
- Clinical and population-based research
- Service system development and review
- Education and training
- 24-hour telephone and on-line counselling and information services

Turning Point works collaboratively to improve alcohol and other drug policy and practice with the aim of maximising the health and wellbeing of people and communities living with and affected by alcohol and other drug-related harms.

Turning Point is an Eastern Health service, operating in affiliation with Monash University, Melbourne. Turning Point is part of the International Network of Drug Treatment and Rehabilitation Resource Centres for The United Nations Office of Drugs and Crime (UNODC) and is a member of the International Harm Reduction Association. The Centre is also a Registered Training Organisation and an accredited Higher Education Provider.