

# POSITION DESCRIPTION



## SECTION A: Position Context

<b>Position Title</b>	Administrative Executive, Grants and Contracts
<b>Position Grade</b>	E2 - Executive
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus – School of Research
<b>Term of Appointment</b>	Fixed-Term Appointment
<b>Effective Date</b>	March 2025

### Position Purpose

The responsibilities of this position include general administration of internal and external research grants. The administrative duties include the communication and provision of grant related information to researchers, and the handling of all grant administration processes. This includes but is not limited to, processing of claims, management and entry of data, maintenance of filing systems as well as some analytical tasks. The position is expected to help the School of Research implement and improve new processes and guidelines related to research grants.

In undertaking these responsibilities, the position is expected to exhibit a highly professional approach in working closely and collaboratively with management and staff members at both the Sarawak and Melbourne campuses as well as with parties (private and government) external to the University.

### Participation on Committees

The position will be required to participate in relevant committees as and when needed and as directed by the Assistant Manager, Grants and Contracts; or Director, School of Research; or Deputy Pro Vice-Chancellor (Research); or Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

### Supervision Reporting Relationship

This position's supervisor / manager	Assistant Manager, Grants and Contracts; or any other person as assigned by an authorised personnel
This position's subordinate	Administrative Officer(s) as may be assigned

### Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	<b>ADMINISTRATIVE AND SECRETARIAL SUPPORT</b>	<ul style="list-style-type: none"> <li>Contribute to the smooth running of research administrative functions and maintain effective communications within and outside the School of Research.</li> <li>Identify potential grant opportunities and disseminate this information to faculty researchers.</li> <li>Organise internal calls for participation in grant opportunities.</li> <li>Maintain records of grant budgets, facilities, research assistants and research permits.</li> <li>Process grant-related purchasing, claims, travel, research assistant contracts and rental payments.</li> <li>Update and disseminate grant-related processes and forms.</li> <li>Develop and maintain web-site resources related to grants.</li> <li>Maintain records of research-related activities required for internal and external reporting (including MQA, MyRA and SETARA), and make regular reports on year-to-date progress.</li> <li>Draft progress reports and financial reports.</li> <li>Maintain an internal record of grant-related budget and expenditures.</li> <li>Manage a filing system of all paperwork and correspondence.</li> <li>Collaborate with the Director, School of Research and other Faculty and School of Research staff, in developing and improving data collection, record-keeping and reporting of grant-related outcomes.</li> </ul>
2.	<b>COMMUNICATIONS, FACULTY AND UNIVERSITY LIAISON</b>	<ul style="list-style-type: none"> <li>Record and disseminate minutes of meetings or notes as required.</li> <li>Ensure processes and guidelines relating to grants are clearly documented and communicated to stakeholders.</li> <li>Assist with preparing and disseminating and/or despatching correspondence.</li> <li>Liaise with government authorities, and other internal and external stakeholders.</li> </ul>
3.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> <li>Execute OHS requirements in respective work areas;</li> <li>Maintain cleanliness, good housekeeping and overall safe work environment; and</li> <li>Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul>
4.	<b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>Commit to the Swinburne Values.</li> <li>Conduct work professionally while demonstrating the Swinburne Values at all times.</li> <li>Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.</li> </ul>
5.	<b>OTHER DUTIES</b>	<p>Any other duties as and when required and directed by the Assistant Manager, Grants and Contracts; or Director, School of Research; or Deputy Pro Vice-Chancellor (Research); or PVC&amp;CEO (Sarawak); or any other person as assigned by an authorised personnel.</p>

## SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential/ Highly Desirable/ Preferable</b>
1.	A Bachelor's degree in a relevant discipline from a recognised institution with at least three (3) years of relevant work experience; or Master's degree holder can be considered.	Essential

<b>Experience / Knowledge / Attributes:</b> Required by the position to successfully perform the positions key responsibilities.		<b>Essential/ Highly Desirable/ Preferable</b>
1.	Demonstrated high level of maturity consistent with the requirements of the position for independent work and proactive approach to completing assigned tasks.	Essential
2.	Demonstrated experience and competency in administrative processes related to grants management, including application submissions, contract coordination, and financial reporting.	Essential
3.	Demonstrated knowledge of contract preparation, review, and compliance monitoring within a research or academic environment.	Essential
4.	Demonstrated proficiency in financial administration tasks, including budgeting, expenditure tracking, and preparation of accurate financial reports aligned with funding requirements.	Essential
5.	Demonstrated ability to effectively utilise information management systems and databases to maintain accurate and accessible records of grants and contracts.	Essential
6.	Demonstrated ability to attend to details and to handle more than one priority at a time to successfully prioritise and identify the best course of action in the implementation of assigned tasks.	Essential
7.	Demonstrated time management and organisational skills, including the ability to monitor, coordinate and follow up to meet tight deadlines.	Essential
8.	Proficiency in using written and spoken English and Bahasa Melayu.	Essential
9.	Ability to communicate effectively and empathetically with people at all levels in both the external and internal environment.	Essential
10.	Demonstrated ability to work well in a team environment and contribute actively to team cohesiveness.	Essential
11.	Demonstrated computer literacy to perform a range of tasks, including proficiency to produce a range of documents relevant to the role from the MS Office Suite, Adobe Acrobat Professional and other software applications.	Essential
12.	Demonstrated integrity in handling sensitive information and ability in maintaining confidentiality of information.	Essential
13.	Demonstrated ability to develop, implement and manage administrative systems and processes.	Essential
14.	Demonstrated understanding of research and postgraduate studies.	Highly Desirable
15.	Demonstrated understanding of the intricacies of commercial project contracts.	Preferable