



Position Title	Grants administrator
Employment Type	1.0 FTE
Unit	RACP Foundation
Location	Sydney
Award	Not applicable
Award Level	Not applicable
Date	September 2023
Reviewed by	Senior Executive Officer Foundation, College Dean

Position Context

The Royal Australasian College of Physicians (RACP) is a diverse and energetic organisation that provides services to support the delivery of training, continuing professional development, and health policy and advocacy on behalf of more than 17,000 Fellows and 8000 Trainees, across Australia and New Zealand. The RACP Foundation is the philanthropic arm of the RACP. We award fellowships, scholarships, grants and prizes to those who strive to improve the healthcare we all receive.

Position Purpose

The RACP Foundation grants administrator is responsible for the successful management of our online grants portal. The role involves maintaining and improving processes to support member grant applications. This includes the end-to-end grant management journey, quality assurance and generating reports to support process improvement and evaluate impact. Overall, the work of the RACP grants administrator is essential for delivering quality member experiences throughout the entire grant cycle.

Position responsibilities

Operations

- Responsible for integrity and operations of online Grants Management System -SmartyGrants
- Managing the grant life cycle process from coordinating program launches through to final acquittals
- Maintain a database of Grants Awarded through document management, data entry and filing.

Quality assurance and reporting

- Review and ensure accuracy and integrity of Foundation grant recipient and donor data
- Generate grant statistical reports.
- Manage progress reports to granting bodies to fulfil donor obligations.

Impact analysis

- Maintain a record of Foundation grant recipients' publications and career achievements and provide reporting as required.

Stakeholder engagement

- Communicate and advertise potential grant opportunities and timelines to targeted groups
- Work with SEO/Manager to identify funding opportunities and assist with external grant applications



Competencies required for success	
Title:	Skilled Definition:
Action Oriented	Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm
Manages Ambiguity	Operating effectively, even when things are not certain or the way forward is not clear
Collaborates	Building partnerships and working collaboratively with others to meet shared objectives
Communicates Effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Financial Acumen	Interpreting and applying understanding of key financial indicators to make better business decisions
Interpersonal Savvy	Relating openly and comfortably with diverse groups of people
Builds Networks	Effectively building formal and informal relationships networks inside and outside the organisation
Organisational Savvy	Manoeuvring comfortably through complex policy, process, and people-related organisational dynamics
Plans and Aligns	Planning and prioritising work to meet commitments aligned with organisational goals
Resourcefulness	Securing and deploying resources effectively and efficiently
Demonstrates Self-awareness	Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
Balances Stakeholders	Anticipating and balancing the needs to multiple stakeholders
Tech Savvy	Anticipating and adopting innovations in business building digital and technology applications

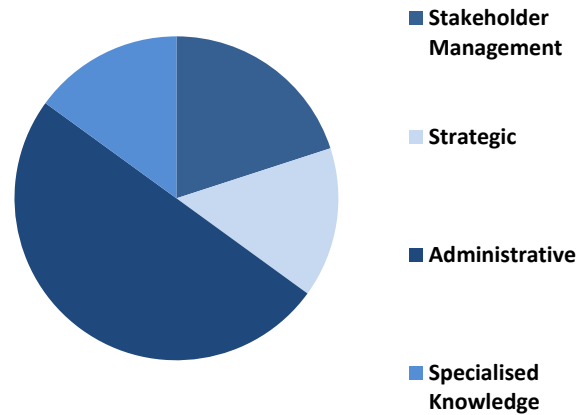
Reporting Relationships
Reports to: Senior Executive Officer No of direct reports: n/a No of reports: n/a
Key Stakeholders
<ul style="list-style-type: none"> • Senior Executive Officer, RACP Foundation • College Dean • Grants advisory committee and College Research Committee
Extent of Authority
<ul style="list-style-type: none"> • As per the College's Delegation Policy



What Makes the Role Complex

- A wide variety grants under management with variable terms and agreements
- Working with other parts of the RACP and external partners to achieve Foundation outcomes
- Working with committed and intelligent specialist medical professionals

Distribution of Work



Essential Attributes

- Experience with grants management platforms and the grant life cycle process from establishment, application through to final acquittal. Highly desirable: proficient at grant applications and management of contractual agreements
- Highly organised and methodical approach, with strong attention to detail with demonstrated ability to deliver quality improvement initiatives
- Ability to use a variety of computer systems and software packages, including those to provide complex management information
- Knowledge of the health research sector including funding pathways
- Proven ability to develop and execute long-term strategic plans for partnership initiatives that align with the organisation's objectives.
- Conducting research and evaluation on the Foundation's impact, emerging sector trends and best practice.
- Strong verbal and written communication skills to effectively engage with members, donors and academic institution collaborators
- Strong interpersonal skills to establish and maintain positive relationships with partners, stakeholders, and teams within the RACP.
- Ability to manage multiple projects simultaneously, ensuring timelines, resources, and deliverables are met.
- Ability to make timely decisions and enlist the support of stakeholders to achieve agreed grant outcomes.

IT Capabilities

- SmartyGrants or similar
- Microsoft Office Suite (Outlook 360, Word, Excel, PowerPoint, Teams)
- SharePoint
- Video and tele-conferencing platforms

Desirable Attributes

- Medical or health research experience
- Demonstrated experience in project management



Would suit somebody who.....

- Enjoys working as part of a small team
- Thinks strategically but enjoys finishing tasks and projects
- Passionate about supporting excellence in medical research
- Enjoys working with purpose driven and skilled professionals
- Has excellent interpersonal skills