



## POSITION DESCRIPTION

**POSITION TITLE:** RESEARCH DEVELOPMENT OFFICER

**POSITION LOCATION:** Olivia Newton-John Cancer Research Institute

**EMPLOYMENT TYPE:** Fixed term and Part time 0.4 – 0.6 FTE

### POSITION CONTEXT:

The Olivia Newton-John Cancer Research Institute (ONJCRI) is embedded within the Olivia Newton-John Cancer Wellness & Research Centre. The ONJCRI's mission is to discover and develop breakthrough therapies to help people live better with cancer, or defeat it. Our research laboratories sit alongside patient treatment facilities to optimise collaboration between researchers and clinicians. The integration of laboratory and clinic ensures the rapid translation of scientific discoveries into clinical trials for the development of new cancer treatments. The ONJCRI is a global leader in the development of immunotherapies, targeted therapeutics and personalised cancer medicine, and sponsors early phase clinical trials.

The ONJCRI is the successor to the global Ludwig Cancer Research organisation with a proud track record of a quarter century of collaborative clinical research programs with Austin Health. Much of ONJCRI's strong foundation is built on the Ludwig Cancer Research legacy and through the ONJCRI's exciting partnership with La Trobe University as its School of Cancer Medicine, it plays a pivotal role in training Australia's future generations of medical researchers.

This position is based within the Research Development Office of ONJCRI, providing support to researchers, to apply for research grants, and comply with the necessary reporting obligations and conditions where successful.

The Research Development Officer will provide key administrative support to the research development office including but not limited to:

- Maintenance of the grants and ethics databases;
- Preparation of the necessary reports for internal and external stakeholders;
- Coordinate manuscript submissions and maintain publication records;
- Document preparation and filing;
- Monitoring the research development office email; and
- Providing qualitative and quantitative analysis on the research development office activities.

### REPORTING LINES:

This position reports to the Senior Research Development Officer.

**KEY RELATIONSHIPS:**

**Internal:**

- Research Development Manager
- Senior Research Development Officer
- Legal Counsel
- Program Heads and Lab Heads
- Researchers
- COO
- Senior Project Manager
- Finance Manager

**External:**

- Funding agencies and relevant Government Departments
- Ethics committees
- La Trobe University Postgraduate Student Office

**PRIMARY RESPONSIBILITIES:**

**Grants & Ethics:**

- Maintain MS Access databases of ONJCRI external funding and ethics applications ensuring that information is readily available for use in internal reports, governmental surveys and as required by key stakeholders
- Preparation of reports and data analysis for commercial and Government bodies, including compliance with HERDC and OIS requirements
- Respond to inquiries from grantees and institutional administrators
- Develop a comprehensive 'Opportunities Calendar' of research funding opportunities and ensure that this information feed is disseminated throughout the ONJCRI
- Develop and maintain a process for undergraduate and postgraduate student milestone reminders
- Develop presentation material to support the work of the Research Development Office including standard presentations, flyer, posters, and other material as required
- With the guidance of the Research Development Manager and Senior Research Development Officer, support the activities of the Research Development office by undertaking desk-based research, for example, identifying funding and research opportunities, examples of best practice elsewhere and potential research collaborators

- Provide team support on a range of research development activities as required particularly during high volume and critical work periods particularly during grant funding rounds, the provision of urgent information requests, feedback and review of documents etc., as required
- Monitor and maintain project grant milestone registration
  - Co-ordinate post award grant management processes including:
    - Completion of contracts checklists
    - Ensuring funding agreements are reviewed, signed and returned
    - Liaison with researchers and institute legal counsel to gather additional information as required

### **General Scientific Admin**

- Manage manuscript submissions and maintenance of publication records (Endnote) and dissemination/display.
- Audit laboratory notebook records for compliance with Institute's Data Management policy
- Ensure Inteum database and system records are updated with relevant grant and agreement details and manage hardcopy filing as required

### **AUTHORITY:**

Delegated authority is in accordance with ONJCRI policies and procedures.

### **QUALIFICATIONS:**

Bachelor of Science or above in Biological Sciences, Medical Sciences or related disciplines

### **EXPERIENCE & CAPABILITIES:**

#### **Essential:**

- Knowledge and understanding of research grants, funder conditions and ethics requirements in a medical research or academic setting
- Exceptional organisational and time management skills
- Demonstrated ability to meet strict deadlines and work effectively across a range of tasks simultaneously
- Strong commitment to quality, accuracy and attention to detail
- Well-developed communication skills including interpersonal, verbal and written reports



- Ability to show initiative, work independently and also ability to work cooperatively with members of the team to accomplish joint tasks and common objectives
- Ability to develop and maintain relationships with internal and external stakeholders
- Excellent IT Skills including Microsoft Office (mainly Outlook, Word, Excel and Powerpoint), diary and database management
- Knowledge of the Australian Code for the Responsible Conduct of Research (2018) and the Australian code for the care and use of animals for scientific purposes (2013)

**Desirable:**

- Experience in reviewing and/ or editing research grant proposals
- Experience in writing or reviewing animal and /or human research ethics proposals