



Australian Research Council (ARC)

Senior Program Officer

Classification	APS 6	Job Reference No.	ARC22-042
Branch	Corporate Services	Section	Research Grants Services
Location	Majura Park, Canberra Airport	Employment Type	Ongoing/Non ongoing
Salary	\$84,076 - \$93,895	Work arrangement	Full time / Part-time
Closing date	11:59pm, Sunday 10 July 2022	Agency Information	www.arc.gov.au
Contact Officer	Name: Genevieve Nicoll, Assistant Director Phone: 02 6287 6751 Email: Genevieve.nicoll@arc.gov.au		
Eligibility Requirements	<ul style="list-style-type: none">• Must be an Australia citizen• Undergo ID verification check• Undergo a Police Check		
Qualifications	No mandatory qualifications needed, although experience in a similar position within an APS environment would be highly desirable.		
How to apply	Write a pitch and tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to the ARC, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? (Maximum Words: 500). Your application must include a Job Application Cover Form, written pitch and your resume, please see the 'How to Apply' section on our careers web page for the template. <i>Please consider the APS Work Level Standards when submitting your application.</i>		

About the Positions

There are several positions available for the right people to undertake the role of Senior Program Officer, within the Research Grant Services Section

Further information regarding the work area is available on our website

The Research Grant Services provides grants administration services including support using ARC systems to other Australian Government entities who are managing grant programs focussed on the research sector. There are two types of positions available in this section:

- Operations Team – managing grant program administration for other Australian Government entities
- Corporate Support – supporting clients through onboarding, policy and website services.

Duties and Tasks

In the Research Grants Services Operations position, the APS 6 Senior Program Officer will also be responsible for:

- Support RGS client engagement, onboarding and management, including preparing induction documentation.
- Provide business and ICT support for RMS staff users in client agencies.

- Support and/or manage grants administration for Client Entities
- Prepare a suite of standard planning documentation for RGS standard grants administration pathways.
- Provide updates and input into RGS website content.
- Work closely and liaise with ARC ICT and Finance teams to establish requirements, develop and manage systems that support client agencies.
- Prepare and co-ordinate RGS performance reporting to ARC and Client Entities
- Undertake other RGS duties, project management and secretariat support, as required.
- Support planning and development activities as well as business improvement practices.
- Foster collaboration and manage professional relationships with internal and external stakeholders, including customer centric approach.
- Prepare and review high-level documents, reports, policy briefings, correspondence and conduct complex data analysis, including input for Senate Estimates, Annual Report and Risk Management.
- Deliver high quality outcomes to tight timeframes.
- Supervise and mentor employees by providing regular feedback and supporting the continual development of employee capability.

In the Research Grants Services Corporate Support position, the APS 6 Senior Corporate Officer will also be responsible for:

- Facilitate new client engagement and onboarding documentation including risk assessments and stakeholder assessments.
- Prepare collaborative agreements and service schedules and manage variations to these agreements.
- Support development of RGS Policy development.
- Develop content for, and subsequently prepare and co-ordinate updates of the RGS website and RGS communication artefacts in consultation with stakeholders.
- Manage RGS Corporate input including briefings for Senate Estimates, Annual Report, Corporate and Operational Plans.
- Support planning and development activities as well as business improvement practices.
- Foster collaboration and manage professional relationships with internal and external stakeholders, including customer centric approach.
- Deliver high quality outcomes to tight timeframes.
- Supervise and mentor employees by providing regular feedback and supporting the continual development of employee capability.

Required Skills and Knowledge

- Ability to think strategically and identify opportunities for innovation and business improvement
- Excellent interpersonal skills with the ability to mentor and lead staff as well as manage high level stakeholder relationships
- Demonstrated experience managing projects and/or programs including time management and organisational skills; and the ability to meet tight deadlines and remain calm under pressure
- Have a high level of oral and written communication skills
- Good IT skills, particularly in word processing, spreadsheets and database manipulation, ability to learn ICT systems and support colleagues in their use
- Knowledge of the Commonwealth Grants Administration Framework, policy issues and research training, including the role of the ARC.

Our Ideal Candidate

The ideal candidate will be adaptable and show personal drive and integrity. You will have good communication skills with the ability to manage high level stakeholder relationships. You have the ability to prepare and review high level documents, reports and policy briefings and conduct complex data analysis.

Diversity and Inclusion

We welcome applications from candidates with diverse backgrounds including but not limited to; Aboriginal and Torres Strait Islander peoples, people who identify as LGBTIQ+, people with a disability, and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles, and to promote these principles in the development and implementation of policies and programs.

For further information about our Agency and what we offer, please refer to the [ARC Website](#)