



## Australian Research Council (ARC)

### Senior Program Officer

Classification	APS6	Job Reference No.	ARC23-016
Branch	Programs	Section	Discovery Grant Opportunities
Location	Majura Park, Canberra Airport	Employment Type	On-going/Non-Ongoing (Expected)
Salary	\$86,599 - \$96,711	Work Arrangement	Full Time / Part time
Closing date	11:59pm, Sunday 29 October 2023	Agency Information	<a href="http://www.arc.gov.au">www.arc.gov.au</a>
Contact Officer	Kuan Li Phone: (02) 6287 6657 Email: <a href="mailto:kuan.li@arc.gov.au">kuan.li@arc.gov.au</a>		
Eligibility Requirements	<ul style="list-style-type: none"><li>• Must be an Australia citizen</li><li>• Undergo ID verification check</li><li>• Undergo a Police Check</li></ul>		
Qualifications	Previous qualifications and/or experience related to program and/or project management would be desired but not essential		
How to apply	<p>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? (<b>Maximum Words: 750</b>).</p> <p>Your application must include a Job Application Cover Form, written pitch and your resume, please see the 'How to Apply' section on our <a href="#">careers web</a> page for the template.</p> <p>Please consider the <a href="#">APS Work Level Standards</a> when submitting your application.</p>		

### Who we are

At the Australian Research Council (ARC), we contribute to growing knowledge and innovation for the benefit of the Australian community through funding the highest quality research, assessing the quality, engagement and impact of research, and providing advice on research matters.

The ARC supports the highest-quality fundamental and applied research and research training. We encourage national competition across all disciplines outside of clinical and other medical research. We advise the Government on research matters and administer the National Competitive Grants Program (NCGP), delivering around \$800 million per year to the most dynamic researchers in Australia.

Our NCGP grants are competitively awarded to individuals, research teams, and large-scale centres through 2 broad arms: the Discovery Program, which supports individuals and small teams, and the Linkage Program, which creates links between universities, industry, and other partners.

The Discovery Program recognises and focuses on the importance of fundamental, 'blue sky' research to Australia. It supports the national innovation system to build 'new' knowledge and a knowledge-based economy.

The Linkage Program encourages and extends cooperative approaches to research and improving the use of research outcomes by strengthening links within the innovation system in Australia and internationally.

## The Role

The Programs Branch administers the National Competitive Grants Program (NCGP) consisting of pre-award, post-award, and program support functions, all of which play a key role in the delivery of the competitive grant schemes. Led by the Branch Manager and supported by Directors, each Team within the Branch includes an Assistant Director, Senior Program Officer/s, and Program Officer/s.

Reporting to an Assistant Director, the Senior Program Officer in will play an integral role in:

- managing the full grants life-cycle process underpinning applications, assessment, and funding recommendations for the prestigious research grant schemes in a pre-award capacity.
- supporting stakeholder engagement by liaising with key internal and external stakeholders, including preparation of outcomes material for the Chief Executive Officer and/or Ministerial approval.
- delivering outcomes to the research sector across a range of funding opportunities.

## Duties and Responsibilities

Responsibilities of the Senior Program Officer may include to:

- Monitor, implement, and maintain processes that contribute to management across the grant scheme/s pre-award lifecycle
- Engage with internal and external stakeholders, including responding to grant applicants and holders, Selection Advisory Committee members and expert reviewers with a customer centric approach
- Undertake data checking and development of grant related documents
- Use the ARC's Research Management System (RMS) and other internal computer systems and software
- Coordinate using written communication and organisation skills to contribute to stakeholder management activities, such as producing briefing materials and delivering secretariat support for key meetings
- Supervise and mentor staff members in a collaborative team environment
- Work flexibly across teams to provide support across the Programs Branch as required

## Required Skills and Knowledge

Skills and knowledge required for this role:

- High level interpersonal and liaison skills and being a strong team member
- Strong project and time management skills, including ability to manage tight and conflicting deadlines
- Strong communication skills with the ability to liaise with a variety of internal and external stakeholders
- Strong organisational skills and experience in problem solving
- High level attention to detail
- Good oral and writing skills
- Good Microsoft Office Skills and the ability to problem-solve technical issues or escalate to technical areas if required

## Our Ideal Candidate

- You have good interpersonal skills, utilising a friendly and professional manner to engage effectively with stakeholders. You are a motivated individual with a strong work ethic. You are very well organised, strategically focussed, self-motivated, and continually seeks improvement in processes, challenging the notion of the 'status quo'.
- You adapt flexibly to change and remain calm under pressure to meet tight deadlines. You demonstrate sound judgement and exercise initiative. You are an excellent communicator who can motivate staff and build a high performing culture.
- You will be a supportive team member who can work well independently, flexibly, and can apply feedback and show personal drive. You will display professionalism and embody the ARC and APS values and the APS Code of Conduct to all stakeholders.

## About the Team

The prestigious Discovery Projects and Discovery Indigenous grant schemes reflect more than \$200M+ funding of the Australian Government's commitment to excellence in research by providing grants funding to support excellent basic and applied research projects that may be undertaken by individual researchers or research teams, and research programs led by Aboriginal and/or Torres Strait Islander researchers.

Both the Discovery Projects and Discovery Indigenous schemes are an integral part of the ARC's Discovery Program. The intended outcome of the two schemes contribute to the growth of Australia's research and innovation capacity. Increasing Australia's research and innovation capacity to generate new knowledge and results in the development of new technologies, products and ideas, the creation of jobs, economic growth and an enhanced quality of life in Australia.

The scheme team includes an Assistant Director, Senior Program Officer/s, and Program Officer/s. The Senior Program Officers within the pre-award space have their own projects to deliver as well as delivering as part of a team, which will provide you with the opportunity to build more independence, show initiative, and strengthen your skillset where there is a real opportunity to train at the next level of grants management.

## **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](#)**