

Position description

Position title	Research Governance and Grants Manager
Date established	Sept 2026 (previously updated May 2024)
Reports to	Director, Legal, Risk and Compliance
Employment status	Ongoing part time (0.6FTE)

Background

The Sax Institute is an independent, not-for-profit organisation that improves health and wellbeing by driving better use of evidence in policies, programs and services.

The Institute has an international reputation as an Evidence Specialist, and over 20 years' experience in translating research findings into policy drawing on our own expertise as well as that of our more than 60 member organisations. We work with governments, health organisations, research organisations and a network of experts nationwide to analyse policy problems and find the best evidence-based solutions.

Division information

The Business Transformation division is supporting the Institute to implement new strategies, processes, technologies and ways of working to positively impact the organisation to support its mission. The team provides advice and support services to all areas of the Institute and encompasses human resources, information technology, risk management, legal and compliance.

Collectively these functions partner with their program colleagues to drive change and innovation to ensure the right processes, systems and tools, and support is available at the right time and place to help them to do their jobs effectively.

Purpose of position

The Research Governance and Grants Manager works across the organisation to provide specialist advice and support on:

- **Research governance.** The Manager is the primary Research Administration Officer (RAO) for the Sax Institute. S/he identifies relevant functions that are necessary to comply with national codes, liaises with Corporate Services to ensure compliance with these codes and develops new policies, including the research governance framework, and procedures where required. S/he also liaises with key personnel including chief investigators and researchers to ensure the smooth and collaborative implementation of research in accordance with grant funding requirements.
- **Grant funding.** The Manager monitors grant funding opportunities, liaises with funding bodies to clarify eligibility and other requirements and provides grant application support for Sax Institute staff.

Key accountabilities

Business partnering	• Be a trusted business partner across the Institute on all research governance and integrity matters. • Seek to strengthen the understanding, engagement and confidence with staff working on research projects on what is required to comply with the Australian Code (for the responsible conduct of research) and the Sax Institute Research Governance Framework.
Research governance	• Maintain and update as required The Sax Institute Research Governance Framework (policies and procedures), including tools, monitoring processes and resources to increase internal awareness and understanding of the Framework • Provide advice on research practices and researcher responsibilities as outlined in the Australian Code for the Responsible Conduct of Research, its supporting guides and the Sax Institute Research Governance Framework, including potential breaches. • Liaison point for Chief Investigators and researchers working with the Sax Institute as an Administering Institution on research governance and compliance matters related to awarded grants.
Grant funding	• Regularly scan the funding environment and identify grant funding opportunities from government, NFP and philanthropic organisations to share with colleagues. • Undertake horizon scanning to understand the research landscape and emerging; policy and funding priorities; opportunities for collaboration; and innovative practice. • Be a contact point for research granting funding agencies (e.g. NHMRC and MRFF) and Sax Institute staff about specific funding applications. • Provide technical and project management support for grant applications including providing advice on the rules for grant funding applications and checking compliance (non-financial) of prepared applications with grant guidelines • Receive e-mailed bulletins from agencies such as NHMRC and MRFF about grant-related matters and pass on the information as appropriate within the Sax Institute • Monitor and provide advice on grant reporting milestones, research project delivery and management of grant variations.
Supporting compliance	• Engage with the broader compliance processes and tools in place including the Institute Compliance Register to support the regular monitoring and review of reporting deadlines.

Selection criteria: Qualifications, Skills, Experience and Personal qualities

To be successful the Research Governance and Grants Manager should demonstrate the following technical and behavioural competencies:

- Graduate qualifications with subsequent relevant experience in public health, health policy or similar.
- Significant experience working in a research environment (preferably an institutional research office), including expertise in understanding and interpreting research protocols, good understanding of the landscape of grant management, ethics submissions, grant applications, supporting delivery of research grants, and reporting requirements.
- Strong strategic and analytical capabilities as relevant to government, non-government and health service delivery organisations.
- A detailed understanding and current working knowledge of research governance and funding bodies, their relevant codes and strategic priorities.
- Extensive experience in building engagement with external stakeholders.
- Excellent verbal and written communication skills.
- Provision of advice at quick speed to project teams about, management of their projects; milestones that are coming up; variations of the project delivery; or collaborating with investigators,
- Strong organisational and management skills including an ability to balance priorities and flexible approach to address issues when they arise.
- Strong problem-solving skills and the ability to use initiative and exercise sound judgment in identifying and raising issues that may affect project deliver, together with taking the necessary steps to manage and address these with the project team.
- High attention to detail and able to work with minimal supervision.