



Job Title: Funding Data Analyst

Recruitment Specialist: Sare Simeonov and Sally Bartley

Email: sares@peoplefusion.com.au and sallyb@peoplefusion.com.au

Phone: 02 4929 1666

- Advertising date is 21st May 2021
- Advertising close on the 2nd June 2021
- peoplefusion interviews will commence immediately up until 4th June 2021
- Shortlisted candidates will be invited in for interview with HMRI post the 8th June at a date yet to be confirmed
- Enquiries relating to specifics for this position can be directed to Sare Simeonov on (02) 4929 1666
- The covering letter should address three of the key responsibilities outlined in the position description
- This role reports to Sally Robertson, Funding and Analysis Lead

About HMRI

The mission of Hunter Medical Research Institute (HMRI) is to improve the health and wellbeing of the community by undertaking world-class research, from discovery to applied, in collaboration with their partners, the University of Newcastle, Hunter New England Local Health District and the Community.

HMRI was established in 1998 and, in 2012, opened the doors of their world class research facility they call home, which adjoins John Hunter Hospital, Newcastle.

As the world evolves, so too, does HMRI, and we are now at the exciting next phase of our journey towards being global leaders in the effective and efficient translation of health and medical research to develop high-value health solutions.

As part of the implementation of HMRI's current strategic plan, each position will be a maximum term contract until 30 September 2022 based on current funding model.

The new organisational structure will enable HMRI to continue to build on collaboration and efficiency, and to focus on activities and projects of greatest value to delivering vital life-changing health and medical research.

More information relating to Strategy 2019-2024 is located on the following pages and you can learn more about the exciting organisation that HMRI is by visiting www.hmri.org.au



Hunter
Medical
Research
Institute

Strategy

2019–2024



Research-driven solutions to our communities' health problems

Our Purpose

is to improve the health and wellbeing of our communities by undertaking world-class research, from discovery to applied, in collaboration with our partners.

Our Vision

is that HMRI, together with the University of Newcastle and the Hunter New England Local Health District, will be global leaders in the effective and efficient translation of health and medical research to high-value health solutions.

Our unique value proposition

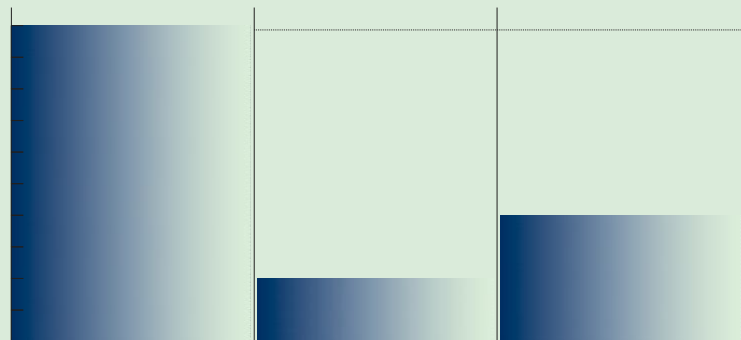
is the strength of our partnership – one University, one Local Health District and one Medical Research Institute that serve our communities. Our success depends on:

- leveraging the power of our partnership and
- creating value from our research for our partners.

To achieve our Vision we must address our key strategic challenge – to increase the translation of research that has a positive impact on the health and wellbeing of our communities.



Stages of Translational Research



Our current balance of activity



Our future balance of activity

1 Purpose: 3 Partners: 5 Goals

Our Purpose is to improve the health and wellbeing of our communities by undertaking world-class research, from discovery to applied, in collaboration with our partners.

We will increase the translation of research by pursuing five Strategic Goals.

Our Strategic Goals

1. Build on strength in discovery science
2. Drive an effective and efficient health research ecosystem
3. Increase research that translates knowledge into health solutions
4. Become leaders that influence policy and practice
5. Create health and wealth for our region and nation

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Our 2019 Initiatives to address these Strategic Goals.

Science Strategy

Reset HMRI's research priorities and program structures to build on our strengths in discovery science and increase our research that translates knowledge into high-value health solutions.

Clinical Trials Support Unit

To grow the number of high-quality, high-value Chief Investigator-led and industry-funded trials for patients in our communities.

Industry Engagement Strategy

To grow the commercialisation and translation of research into health solutions through collaborations between our researchers and industry partners and grow industry revenue for HMRI.

Continue to Build Organisational Capability and Capacity

To support the changes needed for HMRI to deliver this Strategy.

Incentivise multi-disciplinary research for major health challenges

Provide seed funding for ambitious, multi-disciplinary and multi-partner research applications to address major health/care problems



In partnership with our community



Health
Hunter New England
Local Health District

Funding Data Analyst

Group	Corporate Services
Unit	Funding Compliance and Analysis (Finance)
Reports to	Funding and Analysis Lead
Direct reports	Nil
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Full-time (1.0 FTE)
Date (created or reviewed)	April 2021

Position purpose

The Funding Data Analyst is responsible for supporting the unit in the overall design, delivery and administration of the grant and affiliate systems along with data analysis, in line with the HMRI Strategy; and the implementation of governance and operational arrangements for HMRI philanthropic gifts, strategic and government funding.

This role also provides operational and administrative support to the Funding and Analysis Lead, across a range of strategic projects and operational tasks to deliver outcomes and benefits related to the organisation's strategic objectives. This role is responsible for fostering strong relationships and excellent customer service with researchers, partners, the community and the wider HMRI organisation.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Data Analysis

- Develop robust processes and systems to analyse funding and operational data.
- Delivery of data, analysis and reports to stakeholder, including exercising judgement and providing advice on appropriate delivery and use of data.
- Foster relationships and agreements with key stakeholders to ensure ongoing access to required data and information.
- Support the Funding and Analysis Lead in funding applications and reviews including the Medical Research Support Program (MRSP).

Research Funding Support

- Assist in developing and implementing processes and procedures in relation to the National Health and Medical Research Council (NHMRC) funding agreement with HMRI. This includes liaising with key stakeholders at partner institutes; ensuring systems and processes established are compliant with the funding agreement; and assisting in the preparation of reports to the funding body.
- Support the development of internal funding allocation templates and processes including the Medical Research Support Program (MRSP).
- Undertake reviews of internal funding allocations, ensuring all grant requirements are met, including audit of expenditure.

Affiliate Management

- Maintain a robust Affiliate register including timely and accurate processing of affiliation registrations; regular data-cleansing; and continual improvement of the Affiliate register and related processes.
- Support the Funding and Analysis Lead in the delivery of the annual HMRI Affiliate census, including survey development and release; data management; communications with affiliates; and close-out reporting.

Grant System Management

- Provide technical support for the online grants platform (*Blackbaud Grantmaking – Gifts Online*). This includes troubleshooting, content updates, user support, development of reports and providing data to stakeholders as required.
- Identification and implementation of continuous improvement of the design and management of HMRI research grants. This includes procedures and workflows both within and external to the online grant platform and working with the Grants Compliance Officer to implement improvements.

Grant Administration

- Development and continual improvement of the research grants reporting model to measure funding success and impact of HMRI funded grants.
- Support the Grants Compliance Officer in the administration of HMRI research grants, including pre-establishment consultation, establishment (internally and externally to UON), compliance and monitoring in line with executed agreements and funding contracts, reporting and donor risk mitigation.
- Support the Grants Compliance Officer in managing and administering HMRI research grants and support the researchers through all elements of the grant's lifecycle (from application to grant end) including working with the researcher and fundraising unit to manage any issues that may arise during the grant period, to mitigate any donor risk, as guided by the Head of Projects and Research Funding. This also includes supporting their use of the online grants platform.

HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
 - Make sound time management judgement in relation to prioritising work and meeting deadlines.
 - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
 - Contribute to the effectiveness of the team.
 - Take responsibility for personal career development and training.
 - Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
 - Ensure the reputation and integrity of HMRI is maintained at all times.
 - Maintain confidentiality at all times.
 - Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.
 - Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.
 - Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

Essential position requirements

- Relevant tertiary qualification and / or relevant experience.
- Demonstrated analysis and problem-solving skills.
- Advanced MS Excel skills.
- Strong attention to detail with a high level of numerical and financial literacy.
- Demonstrated capacity to implement and manage administrative and compliance processes.
- Demonstrated capacity to manage and administer databases and systems.
- Excellent interpersonal skills, including, negotiation, persuasion, conflict resolution and customer service.
- Ability to exercise initiative and good judgment.
- Excellent written and verbal communication skills.
- Strong organisational and time management skills, with the ability to meet multiple priorities in a deadline driven environment.
- Experience with Power BI, or willing to learn is desirable.

I confirm that I have read this Position Description, understand its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

Employee Name

Employee Signature

____/____/____
Date

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to the employee.

HMRI ORGANISATIONAL CHART MAY 2021

