

Grants and Research Assistant

June 2022

Position Description

About ACCAN

The Australian Communications Consumer Action Network, ACCAN, is Australia's peak body representing the interests of all consumers in information and communications issues. ACCAN is an important and independent consumer voice working for communications services that are trusted, inclusive, accessible, and available for all. We represent consumers and the public interest, with particular attention to the needs of consumers for whom the market is not working.

ACCAN's role is to:

- promote the consumer objectives of communications services that are trusted, inclusive and available for all
- develop a strong, coordinated voice for consumers and to represent and advocate on behalf of consumers to Government, regulators and the communications industry
- undertake research, policy development and education
- facilitate access to and dissemination of information to consumers, consumer representatives and consumer organisations
- advocate on behalf of consumers on telecommunications laws affecting consumers, law reform, policy development and industry practices
- participate in regulatory and co-regulatory activities; and to contribute to the development of Government policy in communications
- making a difference for consumers with disabilities
- manage a Commonwealth grants program.

ACCAN is a not-for-profit company.

Job summary

The purpose of the Grants and Research Assistant role is to:

- contribute to the achievement of the goals and objectives set out in the Strategic Plan and the Work Plan
- provide coordination assistance for the ACCAN Grants Program
- provide research and coordination assistance for ACCAN commissioned research
- provide assistance to the Director of Operations.

Qualifications

Degree qualifications in a relevant discipline or related specialist area.

Duties and responsibilities

Grants and research assistance

- Primary point of contact and a supportive resource for grant applicants and research partners
- Processing grant applications and liaising with applicants
- Co-ordinating pre- and post-award administration, including use of SmartyGrants software to monitor and record project progress
- Monitoring & supporting project partners to ensure they meet activity, budget and reporting milestones in a timely manner
- Facilitating the assessment of applications by the Independent Grants Panel
- Assisting with completing Grant Deeds, managing project progress, and Milestone reporting for all grant recipients
- Reviewing and providing feedback on draft grants and research publications, including academic and consumer reports, fact sheets, case studies etc.
- Co-ordinating the publication of ACCAN grant and research outputs and promotion, including editing, proofing, and drafting of copy for ACCAN's website and other publications, ensuring they are inclusive and accessible
- Assisting with reviews of the Grants Program and publication of Guidelines, forms and supporting documents.
- Assisting with quality control, to ensure ACCAN-funded projects have methodologies, ethics, activities and outputs that match ACCAN's values
- Coordinating ACCAN's research database
- Providing research assistance on ACCAN research projects as directed
- Assisting with the promotion of project outputs
- Maintaining contacts with relevant research and sectoral bodies including community and academic institutions, as directed
- Assisting with building the profile of ACCAN grants and research in the community
- Supporting partners in accessibility principles and techniques
- Tracking and processing payments
- Organising project progress meetings. Preparing agenda and minutes of same
- Curating ACCAN's grants and research bibliography, printed resources and identifiers.

Other duties

- Assisting with consumer complaints and enquiries where necessary
- Assisting with general administrative tasks and mail outs where necessary
- Assisting with ACCAN events, membership and outreach activities where necessary
- Other duties as requested by supervisor, the Director of Operations

Essential skills for position

- Project management skills
- Demonstrated high-level research skills, including understanding of methodology
- Oral and written communication skills of a high order
- Organisational and administrative skills
- A commitment to the effective representation of the interests of consumers
- Ability to liaise effectively with a range of people, in particular those in consumer/community organisations and academic institutions
- Ability to work as part of a team and in a consultative framework

- Advanced proficiency in information and communication technology, including Excel, Word and Adobe Acrobat.

Desired skills for position

- Knowledge and experience of working in the community sector
- Knowledge of communications issues
- Knowledge of public policy processes
- Familiarity with and understanding of the needs of people with disabilities
- Familiarity with SmartyGrants or other grant administration software.

Summary terms and conditions

- Part-time 22.5 hours per week (0.6), ongoing
- Position is primarily remote working, with access to a Sydney CBD office as required
- Salary commencement level SCHADS Award Level 4.

ACCAN is an EEO employer: women, First Nations peoples, persons with disabilities, and people from culturally, linguistically and religiously diverse backgrounds are encouraged to apply.