

Grants and Research Officer

Position Description



Location:	Sydney	Employment Status:	12 month contract, (37.5 Hours per week)
Award or Scale:	Modern Federal Award	Award Grade & Level:	SCHADS Award Level 4 Paypoint 4
Reports to:	Director of Operations – Deputy CEO	Salary:	\$47,460.40 (in addition 9% employer superannuation contribution and annual leave loading)
Probation Period:	3 months	Performance Review:	Annual
Position Description approved:		Salary Review:	
		Position Description Review:	12 months

About ACCAN

Australian Communications Consumer Action Network, ACCAN, is Australia's peak body representing the interests of all consumers in communications and telecommunications issues. As a peak consumer advocacy body for telecommunications ACCAN is an important voice promoting accessibility, quality of service, affordability and availability of communications services for all Australian consumers including:

- Aboriginal and Torres Strait Islanders,
- Deaf consumers,
- low income consumers,
- people with disabilities,
- people from Culturally and Linguistically Diverse backgrounds,
- youth,
- seniors,
- small business in their capacity as consumers, and
- those in regional, rural and remote areas of Australia.

ACCAN's role is to:

- promote the consumer objectives of accessibility, affordability and availability to all consumers;

- promote the development of Australian ICT resources;
- develop a strong, coordinated voice for consumers and to represent and advocate on behalf of consumers to Government, regulators and the telecommunications/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 in relation to industry practices;
- participate in regulatory and co-regulatory activities; and to contribute to the development of Government policy in telecommunications and communications.

ACCAN is a not-for-profit company.

Job Summary

The purpose of the Grants and Research Officer position is to:

- contribute to the achievement of the goals and objectives set out in the Strategic Plan and the Annual Work Plan;
- coordinate the operations of the \$250,000 ACCAN Grants Scheme, including project management of funded projects;
- develop systems where necessary to ensure smooth operation of the annual scheme
- provide strategic advice and action on issues and opportunities arising out of grants, and research projects
- work to integrate outcomes from the Grants Scheme with ACCAN's work across the organisation and networks.

Qualifications

Degree qualifications in a relevant discipline or related specialist area.

Duties & Responsibilities

Program Management

- Coordinating the operations of the ACCAN Grants Scheme including facilitating the application process, assessment of applications by the Independent Panel, monitoring and evaluation of funded projects, acquittal and reporting.
- Refining procedures and leading reviews of ACCAN's grant-making processes to ensure that program design and policies are transparent and in line with best practice and auditing standards.
- Representing and communicating the objectives of the ACCAN Grants Scheme to a range of internal and external stakeholders.
- Acting as primary point of contact and a supportive resource for applicants.

- Preparing reports for the ACCAN Board and Standing Advisory Committees as part of the Operations team.

Project Management

- Negotiating funding Deeds and ensuring they are executed between ACCAN and selected projects.
- Managing project progress, including relationship management, milestone reporting, and acquittal for all grant recipients.
- Representing ACCAN's interests as funder and guiding funded projects to align with ACCAN's strategic work.
- Coordinating the publication and promotion of grant project outputs.

Research & Development

- Assisting with quality control and research design to ensure ACCAN research and grant projects have methodologies, ethics, activities and outputs that match ACCAN's values.
- Liaising with the ACCAN Policy Team to provide research assistance and support where requested.
- Coordinating publication of ACCAN research and grants outputs including design and printing where appropriate, on the ACCAN Website and in other relevant forums.
- Facilitating the ACCAN Ethics Process, developing the procedure in response to levels of identified risk to participants.
- Managing the ACCAN research bibliography, stock of printed resources and ISBN, including establishing strategies for promoting and distributing ACCAN research.
- Representing ACCAN research and grant project outcomes in the communications research and consumer advocacy communities, including building and participating in relevant academic and community networks
- Contributing to new projects that build ACCAN's resources and organisational capacity

Other Duties

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

Essential Skills for position

- Ability to work in a self-directed role with limited supervision
- Demonstrated Project Management skills
- Demonstrated high-level research skills, including understanding of methodology and research ethics
- Oral and written communication skills of a high order, able to assess complex information for quality and outcomes
- Ability to liaise effectively with a range of people, including 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
- A commitment to the effective representation of the interests of consumers

Desired Skills for position

- Knowledge of and experience in best practice grant-making processes, including transparency and auditing considerations
- Knowledge of communications consumer issues
- Knowledge of public policy and advocacy processes
- Familiarity with and understanding of the needs of people with disabilities

Terms and conditions

- Permanent
- Base salary commencement level NSW SACS Award Grade 4 Year 3. Base Salary at \$53,101.76
- In addition to base salary 9% of salary for Superannuation Employer Contribution
- 4 weeks annual leave with 17.5% leave loading.
- Terms and conditions are those set out in the Job Offer Letter, ACCAN Work Place Agreement, ACCAN policies & procedures and the National Employment Standards as set out in the *Fair Work Act 2009*.
- 37.5 hours (5 days) per week work hours 9am – 5pm with flexi-time agreement. Some flexibility is essential as travel and extended hours for attendance at events may be required as part of the position.
- All ACCAN staff are required to comply with ACCAN policies and procedures.

ACCAN is an EEO employer: women, Aboriginal and Torres Strait Islander peoples, persons with disabilities, and people from culturally, linguistically and religiously diverse backgrounds are encouraged to apply

I have received a copy of the position description and have read and understand its contents.

Employees Name (please print)

Signature

Date

Supervisor's Name (please print)	Signature	Date
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