



Position Description – MSCA Grants Coordinator

Position Details

Position Title:	MSCA Grants Coordinator, Research Projects Office
College/Portfolio:	International & Engagement Portfolio
School/Group:	RMIT Europe
Campus Location:	Based at RMIT Europe in Barcelona (Spain)
Time Fraction:	Full Time (37 hours per week)
Employment type:	Ongoing/permanent

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

RMIT Europe

RMIT Europe, is a creative and dynamic hub of RMIT university based in the heart of Barcelona. It is a centre that is successfully extending RMIT University's international engagement in Europe and strategically growing the university's collaborative research and education activity in Europe. RMIT Europe is led by the Executive Director on behalf of the RMIT Europe Board. It facilitates RMIT's collaboration in the development of innovative pan-European projects attracting global knowledge from Europe, Australia and Asia to deliver local impact.

The objectives for RMIT Europe are to:

- Act as a gateway between Europe and Australia and make an impact in the region through research and innovation and life long learning
- Strengthen RMIT's reputation and profile in Europe and globally
- Increase capacity and capability , with a focus on high impact European partnerships leveraging funding from the European Commission and other national and international sources
- Develop collaborative opportunities for education with European partners
- Facilitate international experiences for RMIT staff and students with European partners and grow opportunities for global work integrated learning for RMIT students
- Leverage and grow industry partnerships to support the quality and relevance of our education and to ensure the impact of our research

For more information, visit: <https://www.rmit.eu/> and click [here](#) for a list of current research projects.

Position Summary

The Research Projects Office at RMIT Europe is seeking a highly motivated MSCA Grants Coordinator to work in the preparation of new competitive grant proposals within the EU Horizon Europe framework programme, in particular within the MSCA scheme. In addition, the postholder will be also responsible for managing the implementation of the non-coordinated MSCA projects. The Grants Coordinator will be a vital member of the MSCA team, within the Research Projects Office. She/he will liaise with other RMIT Europe teams to ensure correct development of activities (Comms, R&I Partnerships, Finance) and closely collaborate with researchers and projects' Chief Investigators (CIs) at RMIT Europe and RMIT University.

Reporting Line

Reports to: Grants Manager, Research Projects Office

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Screen national and international funding opportunities with a specific emphasis on human resources competitive calls, in particular those funded by the MSCA scheme within the Horizon Europe framework programme.
- Be acquainted with relevant funding scheme rules and application conditions, closely following the funding agencies' call publications, requirements and policies, attending information sessions and partnering events, and closely liaising with National Contact Points and policy groups.
- Develop and prepare new MSCA proposal submissions with RMIT researchers. Ensure proposals are compliant with funders' eligibility criteria and proposed budgets are sufficient to enable project implementation. Take an active role in writing, editing, revising and submitting the proposals.
- Support the Grants Manager through the development of support materials, templates and procedures for effective grant writing, in particular for MSCA schemes.
- When a MSCA project not coordinated by RMIT Europe is awarded, oversee its implementation, from the signature of the grant agreement through to project closure, closely interacting with the CIs working on the project, the coordinator and RMIT University teams. Provide effective monitoring of the development and fulfilment of project's tasks and deliverables, guaranteeing correct execution of the obligations derived from the GA and controlling the eligibility of justifiable expenses.
- Oversee the general strategy for the monitoring of the progress of doctoral candidates enrolled at RMIT University and at a European host university via a cotutelle agreement, closely liaising with the Project Managers of the coordinated MSCA projects.
- Participate as an effective and flexible member of the MSCA and Research Projects Office team, contributing to a culture of collaboration and continuous improvement through assisting with streamlining processes and support services.
- Undertake other duties as directed by line manager.

Key Selection Criteria

1. Between 2-3 years' experience in the development and management of competitive funding grants.
2. Very good knowledge of the Horizon Europe framework programme, in particular MSCA, with demonstrated knowledge of scheme rules and processes
3. Ability to keep up-to-date with funders' regulations, policies and general good practices governing the development and management of grants.
4. Demonstrated organizational and analytical skills, including ability to meet strict deadlines, prioritise and multi-task across a portfolio of projects.
5. Demonstrated ability to work effectively independently and autonomously, and as a member of a multi-disciplinary and agile team to meet project outcomes and milestones.
6. Impeccable attention to details and rigor, results-oriented, problem-solving attitude, and ability to take own initiatives.
7. Excellent communication skills (both written and oral) and ability to communicate effectively with a wide range of stakeholders (academic staff, industry and academic partners).
8. Ability to work flexibly as part of a team in a busy and changing environment and willingness to learn.
9. Strong computer skills with proven ability to adapt to advances in technology, using new and varied programs and systems

Qualifications and experience

Essential:

- MSc degree (Business, Legal, Science or International/European Affairs an advantage)
- Previous experience working in a Research Projects Office with knowledge of European and/or international funding schemes, in particular HE MSCA projects and with experience in the preparation and writing of new proposals.
- Excellent organisational and project management, communication and stakeholder engagement skills in both academic and industry.
- High level proficiency in English both written and spoken.
- Eligible to legally work in Spain.

Desirable:

- PhD degree
- Knowledge and understanding of the Australian tertiary education sector
- Specific training and/ or qualifications in European project management.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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