JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☐ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described

POSITION DETAILS:	**Position Title:**	**DATA ENTRY ASSISTANT GRANTS MANAGEMENT SYSTEM**

Division:	Research Development	**Department:**	Research Development

Position reports to: (role)	Andrea Tongue

Location: *include all possible locations*	100 Roberts Road Subiaco

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

This role is to review existing grant applications and extracting the relevant information and create new entries into a new grants management system. The successful candidate will have an eye for detail and understand the importance of ensuring all information is correct. Strong computer skills, navigating multiple spreadsheets and the ability to learn new systems.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable	*% of Total Role*	*Inputs:* What are the key activities or tasks to be carried out?	*Outputs:* What are the expected end results?	*Measures:* How it is measured

Data Entry	100%	• Reviewing existing grant applications for collecting of data. • Accurately entering information into the grants management system. • Analyzing the data for errors and report any problems. • Searching existing records within the system for duplications, addition of new personnel and organisations as required. • Attachment of grant documentation to relevant records. • Working in conjunction with the Senior Grants Development Officers.	Accurate data entry of grants submitted and awarded by Telethon Kids Institute from 2015 – 2017	• Accurate data entry • Completion of records entry within the set timeframe

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Strong computer skills
Skills, Knowledge & Experience:	• Accurate keyboard skills • Attention to detail. • Ability to learn new systems quickly • Ability to work independently and problem solve • A professional, friendly and positive manner • Proficiency in Microsoft Word, Outlook and Excel.

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	
Skills, Knowledge & Experience:	

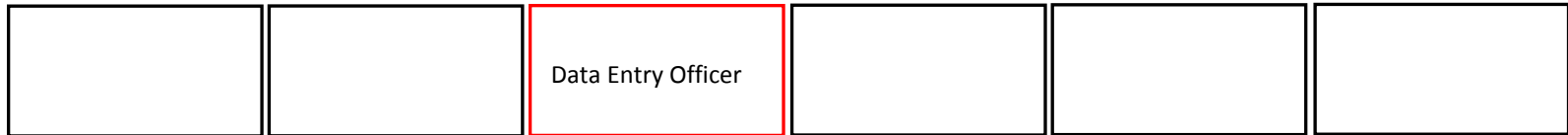*Financial accountability:* Does this role have accountability for a budget? No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? NA

Immediate level of supervision

Senior Grants Development Officer

Other roles reporting to immediate supervisor

		Data Entry Officer			