



POSITION DESCRIPTION

Position:	5264 Manager, Research Legal
Work Area:	Office of Research
Classification:	Level 10
Supervisor:	Director, Office of Research

OUR VISION

To create a better tomorrow.

OUR PURPOSE

To transform lives through learning and knowledge in every place we operate and with every community we serve.

OUR VALUES

Integrity, community, sustainability.

For further information about UniSC, visit us online: usc.edu.au/about

OVERVIEW OF OFFICE OF RESEARCH

The Office of Research provides research services and works towards achieving UniSC's research plan that aims to establish the university as an international research leader in targeted fields of endeavour. To support this achievement, the Office of Research provides oversight of strategy and planning, as well as offering a range of administrative and development services in three key areas:

- Research funding, commercialisation, and industry engagement
- Research ethics and integrity
- Research performance information

The Office of Research strives to drive a culture of diversity, integrity and professionalism as the external face of research at UniSC.



PRIMARY OBJECTIVES OF THE POSITION

1. Management of all aspects of UniSC research contracts and agreements, including drafting, evaluation, negotiation, and execution.
2. Undertake due diligence by identifying, minimising, and removing potential risks to ensure that contract and agreement conditions are not detrimental to UniSC and comply with UniSC policy and external legislation.
3. Liaise and collaborate with internal and external stakeholders to ensure that all research contracts and agreements are compliant with approved funding applications, funding rules and stakeholder requirements.
4. Advise on a range of general legal issues as well as commercial and contractual arrangements, intellectual property and related compliance and policy issues.

NATURE AND SCOPE OF POSITION

The Manager, Research Legal will provide support to the UniSC research community by leading the provision of legal advice and due diligence on UniSC business, reputational and legal risk through the management of research contracts and agreements.

With respect to research contractual matters, and under the broad direction of the Director, Office of Research, the Manager, Research Legal will liaise with and support the Manager, Research Funding in the management of all aspects of UniSC research contracts and agreements, to minimise risk to UniSC and facilitate research funding. This will involve working closely with the Director, Office of Research and liaising with the Deputy Vice-Chancellor (Research and Innovation), Dean of Graduate Studies, Legal Office, Commercialisation Advisor, School Deans, Institute and Centre Directors and other relevant UniSC staff as required.

KEY ACCOUNTABILITIES OF THE POSITION

1. Provide legal and due diligence advice that is contemporary with the Higher Education Sector on all legal documentation within the portfolio of the Office of Research.
2. Maintain membership, UniSC representation and engagement with the Society of University Lawyers (SOUL).
3. Lead and provide comprehensive project management support to internal stakeholders, ensuring an understanding of the research contractual requirements and risks to the University.
4. Lead and liaise with internal and external stakeholders for an efficient, timely, pragmatic and compliant negotiation of research contracting terms.
5. Review, update and maintain UniSC research contract and agreement templates to ensure quality control and provide education to the Research Funding Team and other sections of UniSC as required.
6. Identify, minimise, and remove potential risks to ensure that contract conditions are not detrimental to the interest of UniSC and achieve successful contract outcomes.
7. Provide leadership, advice and solutions in relation to critical and challenging contractual situations.
8. Display the highest standards of ethical and professional behaviour at all times as a representative of UniSC.
9. Review and evaluate compliance with due diligence policies, developing and implementing measures to encourage greater compliance through advocacy, education and communication.



KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Postgraduate qualification in law combined with a current practising certificate and extensive relevant experience or an equivalent combination of experience and education.
2. Demonstrated expertise and experience in the areas of contract law including experience in drafting, negotiating, and advising on contracts and intellectual property matters within a university, research institute, research organisation or government environment.
3. Demonstrated service orientation by striving to deliver beyond expectations and taking ownership of the delivery.
4. Previous experience working within an organisational policy and procedures and governance structure around delegations.
5. Previous experience in applying legislative and governance frameworks in a university or similar environment; and a demonstrated ability to interpret legislation, policies and procedures and apply within the workplace.
6. High level of interpersonal and communication skills including the ability to lead, negotiate, influence and work collaboratively as part of a team.
7. Ability to apply initiative, judgment and problem-solving skills, particularly to issues in research contracting.
8. Ability to engage in a range of approaches to generate solutions, seeking organisational input and advice to apply innovative solutions.
9. Well-developed skills in time management, setting priorities, planning and organising own work and that of others in order to meet deadlines.
10. Commitment to the provision of quality service, with demonstrated ability to provide user friendly, responsive client service and to be able to develop effective working relationships with stakeholders, including with external stakeholders.

Additionally, in accordance with the University's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the University.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.