

Position Title	Senior Research Contracts Officer		
Organisational Unit	Deputy Vice-Chancellor (Research)		
Functional Unit	Office of the Deputy Vice-Chancellor (Research)		
Nominated Supervisor	Dr Lihong Kong		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	MacKillop – North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	HR to assign
Employment Type	Full-time, Continuing	Date reviewed	29 June 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE OFFICE OF DEPUTY VICE-CHANCELLOR (RESEARCH)

The Deputy Vice-Chancellor (Research) portfolio, headed by the Deputy Vice-Chancellor (Research), is responsible for the University's research strategy framework, policies, governance, organisational reporting and committees, with research activity undertaken at the local level through the Faculties, Research Institutes and individual staff performance.

The Office of the Deputy Vice-Chancellor (Research) collaborates with the Faculties in implementing the strategic research direction of the University and provides the financial and administrative framework to support research excellence. This includes supporting researchers in the submission of external grant applications, and through research training workshops including HDR supervisor training. The financial and administrative functions aim to foster excellence in research and raise the research profile of the University.

POSITION PURPOSE

The Research Contracts Officer supports the Research Contracts Manager in the management of all aspects of ACU research contracts, including drafting, evaluation, negotiation and execution in order to minimize risk for the University.

The position will, with respect to all contractual matters referred by the Research Contracts Manager, work closely with the Faculties, Institutes, Finance, Office of General Counsel, and Senior Staff in the office of the Deputy Vice-Chancellor, Research.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<ul style="list-style-type: none"> • Draft legal clauses and agreements in order to meet the needs of each research project. Review, evaluate, negotiate, and amend existing clauses and agreements for recommendation to researchers. 	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions • Communicate with Impact 				✓

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<ul style="list-style-type: none"> Identify, minimise and remove potential risks to ensure contract conditions are not detrimental to the interest of ACU, and provide advice and solutions at a senior level to the Research Contracts Manager, Office of General Counsel, Faculties, Research Institutes and Finance on financial, commercial, legal, research and grants management matters prior to and after execution of contracts. 	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Make Informed Decisions Apply Commercial Acumen 				✓
<ul style="list-style-type: none"> Ensure agreements are compliant with approved funding applications, internal and external stakeholders' requirements, the University policies, Funding Rules and Agreement to ensure accuracy and efficiency. 	<ul style="list-style-type: none"> Communicate with Impact Know ACU Work Processes and Systems Be Responsible and Accountable for Achieving Excellence 				✓
<ul style="list-style-type: none"> Work closely with Faculties and Research Institutes, academics and Finance in managing contracts including contractual conditions compliance and milestones delivery, and assist with solutions to issues arising from contracts to achieve successful contractual outcomes. 	<ul style="list-style-type: none"> Communicate with Impact Be Responsible and Accountable for Achieving Excellence Coach and Develop 				✓
<ul style="list-style-type: none"> Ensure that signed contracts are communicated to the relevant parties to provide contract visibility, awareness, and interpretation to support implementation; and advise the Research Contracts Manager in the management of disputes. 	<ul style="list-style-type: none"> Communicate with Impact Collaborate Effectively Be Responsible and Accountable for Achieving Excellence 				✓
<ul style="list-style-type: none"> Oversee and coordinate the maintenance contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects. 	<ul style="list-style-type: none"> Collaborate Effectively Coach and Develop Know ACU Work Processes and Systems 	✓			

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<ul style="list-style-type: none"> Proactively work with the Research Contracts Manager in regular review and evaluation of contract management procedures to support continuous improvement through consultation, bench-marking and involvement with professional networks and development activities. 	<ul style="list-style-type: none"> Communicate with Impact Apply Commercial Acumen Adapt to Lead Change 	✓			✓
<ul style="list-style-type: none"> Maintain quality assurance and quality control procedures to ensure the quality of work and that any reporting performed meets regulatory, contract and University requirements. 	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Know ACU Work Processes and Systems Communicate with Impact 				✓
<ul style="list-style-type: none"> Supervise professional staff as required, contribute to the training of professional and academic staff in relation to research contracts and associated processes and documentation, and attend internal and external meetings, workshops and conferences. 	<ul style="list-style-type: none"> Coach and Develop Communicate with Impact Adapt to and Lead Change 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- This position requires experience and skills in multiple fields; excellent project management, communication and negotiation skills to maximize the benefits to and reputation of ACU.
- Be able to work in a high-volume environment to meet tight deadlines, and under broad directions operating with a high level of autonomy.
- Strong ability to influence internal and external stakeholders to meet requirements.
- The position holder is required to respond enquiries on daily basis and provide professional recommendations to internal and external stakeholders.

Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of support and administrative services.
- The position holder gives advice and recommendations on procedure improvements to the Manager in response to contractual requirements.

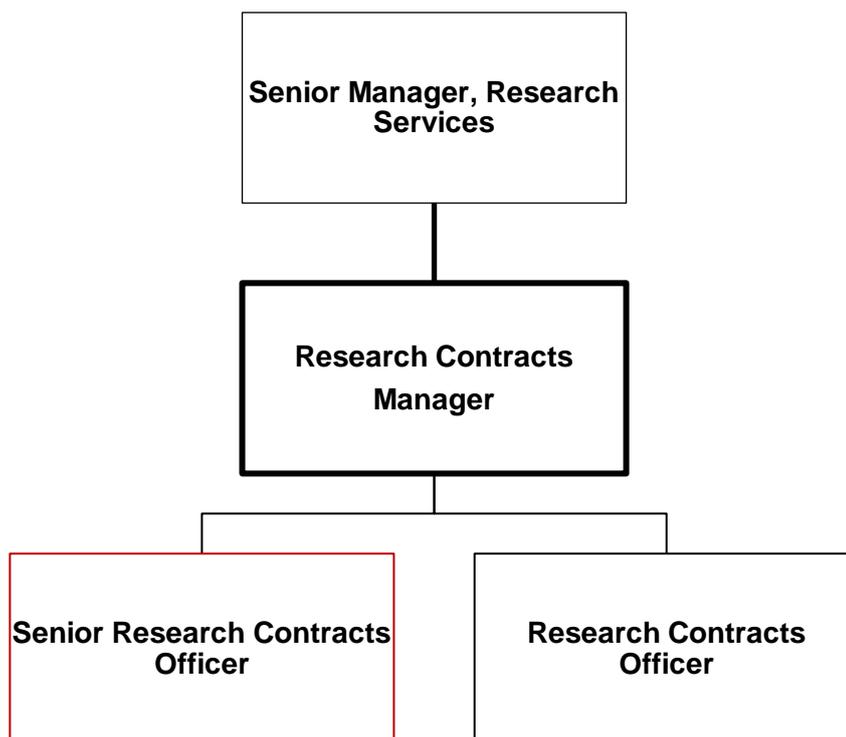
- The position holder responds to routine enquiries, referring more complex matters to the nominated supervisor. Procedure manuals and guidelines assist the position holder with routine enquiries.

Communication / Working Relationships

- The position holder will be required to communicate with professionals from other Universities and relevant external organisations to coordinate joint initiatives
- The position holder communicates internally with staff and clients and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation in association with the services delivered
- The position holder liaises with internal and external stakeholders including to arrange meetings and to give and receive information for the Manager.

Reporting Relationships

Insert an organisational unit chart of the full team/unit



For further information about structure of the University refer to the [organisation chart](#).

Selection Criteria

Qualifications, skills, knowledge and experience	
1.	Completion of a relevant postgraduate qualification and extensive relevant experience
2.	Demonstrated and extensive experience in drafting and managing research contracts, and the ability to correctly interpret funding rules and guidelines when managing grants related agreements
3.	Demonstrated ability to identify and mitigate risks and manage through the development of compliant financial, commercial, legal and research grants contracts and agreements and demonstrated strong knowledge and understanding of Intellectual Property law
Core Competencies (as per the Capability Development Framework)	
4.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
5.	Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the ACU Service Principles .
6.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence and influence effectively to gain the support of others for courses of action to provide organisational benefit.
7.	Communicate with Impact: Communicate with purpose. Demonstrated high-level oral and written communication skills, excellent interpersonal skills, and excellent skills in negotiating with a range of stakeholders
8.	Coach and Develop: Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.
9.	Know ACU Work Processes and Systems: Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness and manage conflicting deadlines with a high pressure, demanding workload as well as project management with high-level organisational skills.
10.	Make Informed Decisions: Make informed, evidence-based decisions by sourcing and interpreting University and business information.
Other attributes	
11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.