Position Description – Contracts Manager

Position Details

Position Title:	Contracts Manager
Position Number:	TBC
College/Portfolio:	STEM College
School/Group:	STEM College Office
Campus Location:	Based at the City campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 9
Employment Type:	Continuing
Time Fraction:	1.0 (flexible working arrangement requests will be considered)

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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

We're proud to share with you:

- The launch of our second **Reconciliation Plan for Dhumbah Goorowa– a "commitment to share" - an important step in our reconciliation journey.**
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency three years in a row!
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018, 2019 and 2020.
- We were recognised as a **top five employer in 2018 for workplace accessibility** by the Australian Network on Disability and awarded with **Disability Confident Recruiter Accreditation** in 2020.
- In 2020, RMIT University has become the first Australian institution to receive the **HR Excellence in Research Award,** recognized by the European Commission.

RMIT Standings in University Rankings

We are ranked **#1 in the world** for our efforts to reduce inequality in the Times Higher Education (THE) Impact Rankings 2020.

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **223rd globally in QS World University Rankings 2021** (moved up 15 places compared to 238th last year), being also 18th in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2020 QS World University Rankings by Subject, RMIT was positioned 11th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

- In the 2020 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.

- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.

- RMIT has moved up 51 places in the 2021 Times Higher Education World University Rankings, strengthening its reputation as a leading global university. The University has leapt more than 150 places since 2015 and is now ranked in the **top 301-350 band**.

- RMIT continued its strong performance in the 2020 CWTS Leiden Ranking, which ranks the world's top research-intensive universities, moving up 21 places to be ranked **293rd globally** on proportion of international publications, and **ranking 225th** on proportion of top 5% publications, up 120 places from 2019.

For more information, visit www.rmit.edu.au/about

College/Portfolio/Group

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and gamechangers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

For more information, visit www.rmit.edu.au/about/schools-colleges/stem-college

Position Summary

The Contracts Manager is responsible for developing appropriate agreements for industry engagement and partnerships activities and for providing commercial advice and recommendations, for negotiating and facilitating the drafting of complex contracts and providing oversight of those contracts pre-execution.

The role is responsible for an end to end management of contracts lifecycle from drafting to execution of contracts.

This role will work closely with the Senior Manager, Partnerships and Industry Engagement to maintain an awareness of development activities and possible work arising and to ensure the timely and accurate development and execution of contracts to optimise service delivery expectations.

Reporting Line

Reports to: Associate Deputy Vice-Chancellor – Strategy & Innovation
Direct reports: 0

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

- Ensure the execution of acceptable contracts within set timeframes.

- Provide expert commercial advice to key stakeholders on contract processes and commercial terms, including compliance obligations and risk mitigation to maximise partnerships with industry and government while balancing risk to RMIT by drawing on substantial commercial acumen, an understanding of the university sector, a close understanding of School and College business development strategies, and a sound understanding of the matters at hand.

- Scope, negotiate and arrange execution of acceptable contracts within set legal, financial, commercial and resourcing timeframes to provide for a wide range of research and learning and teaching activities.

- Undertake due diligence activities on potential contracting parties to inform strategic decision making in business development and contract management.

- Provide high-level oversight, guidance and coordination in the management of all contracts including:

> ➤ Ensuring that all subsidiary contracts and supporting documents are in place as required by an executed agreement;
> ➤ Assisting in resolving compliance exceptions;
> ➤ Facilitating the resolution of post-execution issues resulting in 'distressed' or defaulted contracts.

- Contribute to the development of, and work according to, agreed processes for the development and management of contracts including workflow processes and decision matrices, delegations, workflow spread sheets and document management systems.

- Build and maintain strong relationships with RMIT Legal Services and Finance Group staff to gather information, seek and act on advice, negotiate acceptable contracts and resolve commercial and management issues.

- Ensure that contracts with external partners are on standard templates approved by the Central RMIT Legal team and, where the standard terms are varied, provide advice on the nature of these variations such that these contracts can be locally resolved and signed. Where there are significant variations in contracts with external parties, provide a brief to the Central RMIT Legal team and liaise with them to ensure smooth interactions with the external parties.

- Ensure that the queue of open matters is always minimal. Triage matters effectively and either handle them locally or pass them centrally with appropriate briefs.

- Effectively engage with a multitude of stakeholders both internal and external to Provide contract-related issue resolution

- Monitor and complete contract close-out, extension or renewal, as appropriate.

- Assist other teams across the portfolio and College as required within the scope of this classification.

- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.

Key Selection Criteria

1. Proven skills and experience in contracts management with a strong commitment to stakeholder engagement.

2. Substantial commercial acumen and demonstrated experience negotiating a wide range of contracts with a variety of different industries and developing and managing research contracts with national and international funding bodies.

3. Demonstrated experience in providing whole-of-life management of contracts to ensure obligations are met.

4. Demonstrated ability to develop initiatives and solutions informed by comprehensive quantitative and qualitative data analysis.

5. Proven administrative skills with the ability to handle confidential issues responsibly.

6. Demonstrated ability to simultaneously manage complex tasks with a commitment to meeting strict deadlines.

7. High level computer skills with experience using Microsoft Office software, databases and project management software.

8. High level communication, influencing and negotiating skills, with the ability to build productive relationships within the organisation and externally.

9. Demonstrated understanding and experience of the key principles of intellectual property management including identification, due diligence, protection and commercialisation, with intellectual property transactional experience in science and/or engineering disciplines highly regarded.

Qualifications

Relevant qualification and/or relevant industry experience. A valid Working with Children Check is mandatory.

Note: Appointment to this position is subject to passing a Working with Children check.

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