



Position Description – Manager, Research Contracts

Position Details

Position Title:	Manager, Research Contracts
Position Number:	
Portfolio:	Research & Innovation Portfolio
School/Group:	Research Strategy and Services
Campus Location:	Based at the City campus but may be required to work at other campuses of the University.
Classification:	HEW 9 (Salary Schedule: https://www.rmit.edu.au/staff/my-employment/pay-and-leave/salary-and-payments/salary-schedules/professional-staff-salary-schedule#full)
Employment Type:	Fixed Term
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students. One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 15,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, 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 and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

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 are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

In the 2019 QS World University Rankings RMIT is ranked 250th and is also ranked 21st globally in the QS Top 50 under 50 which ranks universities under 50 years old. RMIT also ranks in the world's top 500 in the Academic Ranking of World Universities and Times Higher Education.

In the 2018 QS Rankings by Subject, RMIT is 11th in the world (highest ranked in Asia Pacific) in Art & Design, and 26th in Architecture & the Built Environment. We are also among the world's top 100 universities in Engineering (including in Civil & Structural; Electrical & Electronic and Computer Science & Information Systems); Accounting & Finance; Business & Management Studies; Communication & Media Studies. The 2018 Shanghai Rankings' Global Ranking of Academic Subjects echo RMIT strengths in Engineering & Technology and the subject areas as highlighted by QS Rankings by Subject.

Research and Innovation Portfolio

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

Research Strategy and Services

Research Strategy and Services supports researchers to achieve excellent research outcomes. Research Strategy and Services supports strategy development and implementation and continuous improvement in services, systems and processes. The team provides expertise and services in grants and research contracts; research integrity, ethics and governance; and data analytics and reporting.

Position Summary

The Manager, Research Contracts reviews, drafts, negotiates and recommends competitive and commercial research related contracts entered into by the University. These contracts include research undertaken by the University following a competitive grant process or via commercial negotiation, sub-contracting of research services, collaborative research agreements, Co-operative Research Centres (CRCs), Centres of Excellence, IP licensing arrangements and scholarship agreements. The position requires extensive liaison with internal and external stakeholders and is responsible for making commercially sound decisions with a level of autonomy.

Reporting Line

Reports to: Senior Manager, Research Contracts

Direct reports: 1

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

- Assume responsibility for the oversight of a dedicated portfolio of matters providing high level advice and management including providing activity and status reports, prioritising workload and expediting the remediation of issues as required.
- Review, draft and negotiate a range of competitive and commercial research agreements ensuring the contractual terms and conditions are compliant with University policies and identified requirements.

- Subject to appropriate internal approval, accept changes (including high risk changes), to terms and conditions of agreements where required and assist with the preparation of comprehensive and accurate agreement schedules
- In liaison with relevant RMIT specialist portfolios (including Legal Services, Finance and Risk), ensure expert advice is provided to key stakeholders on commercial matters to minimise risk to the University and enable timely transactions.
- Develop and maintain relationships with key internal stakeholders including Legal Services, Financial Services and Research Partnerships and Translations, to enable efficient and streamlined contract management processes.
- Develop and maintain relationships with external funding agencies, business partners, research collaborators and external peer networks to inform and enable best practice in research agreement negotiation and execution.
- Prepare recommendations on risk, risk management and compliance with RMIT's policies and procedures to enable the R&I delegate to make an informed decision on the execution of competitive and commercial contracts.
- Provide contractual and commercial advice around proposals for new research collaborations such as Centres of Excellence, CRCs and collaborative research centres.
- Act as the primary liaison with Legal Services in managing compliance relating to terminations and/or dispute resolution.
- Increase business capability of research stakeholders and encourage participation and involvement by assisting individuals working on specific projects by providing professional project specific commercial advice.
- Maintain accurate records and processes to enable the effective functioning of the RMIT Research Contracts Portal and provide reports on activity as required.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

Key Selection Criteria

1. Substantial contract management experience in both the government and industry sector including the ability to prepare, review, negotiate and advise on contracts to ensure excellent corporate and commercial outcomes.
2. Substantial experience in assessing and managing legal risks/issues such as intellectual property, insurances and indemnities, relating to large scale government and industry contracts, preferably R & D related projects.
3. Demonstrated ability to achieve contractual outcomes closely aligned with the corporate and strategic frameworks of a large government or industry organisation. A demonstrated understanding of the role of research and its importance to Universities is highly regarded.
4. Demonstrated commercial acumen - the ability to assess a commercial deal, and suggest viable alternatives and to effectively assess the commercial implications of such a project
5. Demonstrated negotiation skills - ability to negotiate with internal stakeholders and external stakeholders/clients to negotiate satisfactory outcomes in a prompt, efficient and professional manner.
6. Demonstrated contract coordination skills, including prioritising project stages; organise self and others to meet critical deadlines; ensure multiple tasks are progressed and completed; ensure detailed arrangements are made and implemented; ensure processes and arrangements are economical and contribute to project financial viability.
7. Significant experience in business planning and development, developing project and implementation plans, business cases and reports and demonstrated ability to use and manipulate data from large corporate

databases.

- 8. Demonstrated expertise in establishing and maintaining strong professional relationships and effective networks with internal and external stakeholders i.e. industry and government.
- 9. Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework.

Qualifications

A relevant tertiary qualification or equivalent combination of qualifications and relevant work experience.

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

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Jane Holt Title: Executive Director, Research Strategy and Services Date: May 2019
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