CONTRACTS MANAGER

DEPARTMENT/UNIT
Contracts Management Officer

FACULTY/DIVISION
Office of the Deputy Vice-Chancellor & Vice-President (Enterprise)

CLASSIFICATION
HEW Level 8

WORK LOCATION
Clayton campus

ORGANISATIONAL CONTEXT
Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Portfolio of the Vice-Chancellor and President provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and University level governance.

The portfolio is responsible for managing the University's global campuses, partnerships and affiliations, and is accountable for:

- External relations management
- Coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor
- Leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The Office of the Deputy Vice-Chancellor and Vice-President (Enterprise) (DVC & VP (Enterprise)) provides University-wide strategic support for industry partnerships, commercialisation, industry engagement, innovation student entrepreneurship, employability and work experience, to provide a focus for achievement of the ‘Enterprise’ goal, of the four key goals of Focus Monash.

POSITION PURPOSE
The Contracts Manager provides specialist advice and support on research contract development and contractual matters, ensuring the Contracts Management Office manages the process effectively and efficiently, maintaining a high level of service for internal and external clients. This position takes on a Second In-Charge (2IC) role over the daily operations of the Contracts Management Office as required, and provides support to the Director in the daily operations.

Reporting Line: The position reports to the Director, Contracts Management Office under broad direction, working with a degree of autonomy

Supervisory Responsibilities: Not applicable
Financial Delegation: Not applicable
Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Develop, review and negotiate research contracts including research service, consulting, material transfer and confidentiality agreements where possible using approved template contracts with the objective of managing risk and optimising performance
2. Provide customer-focused services to internal and external clients in compliance with office objectives
3. Conduct work practices that are in compliance with the University’s and work area’s practices and procedures
4. Obtain legal advice from the Office of the General Counsel as necessary to ensure that research contracts comply with university requirements and the law
5. Contribute to/initiate the planning, management and effective implementation of continuous improvement activities relating to practices and procedures
6. Ensure that research related contracts appropriately consider specific academic/faculty needs, such as publication and intellectual property rights requirements
7. Prepare supplementary agreements including novation agreements and contract variations as required
8. Build and sustain professional networks and high level relationships with an extensive network of relevant university staff, clients, and other stakeholders
9. Provide recommendations to line management on legal and financial risk inherent in potential proposals or contracts

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   • Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
   • extensive experience and management expertise; or
   • an equivalent combination of relevant experience and/or education/training

Knowledge and Skills
2. Extensive experience interpreting, drafting and negotiating research contracts ideally in a University environment
3. Demonstrated knowledge of academic and institutional priorities relevant to contracts
4. Experience in working in a service delivery environment with a focus on customer experience
5. Outstanding communication and interpersonal skills including the ability to prepare professional reports and non-routine correspondence on complex matters and to interact, influence and negotiate at senior levels on complex, sensitive issues
6. Highly developed attention to detail
7. Experience in working with contract databases and research administration systems
8. Extensive experience in working with a team of professionals to achieve objectives
OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.