

## Position Description

### Manager, Research Consulting and Contracts

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| <b>Position No:</b>         | 50151499  |
| <b>Department:</b>          | Office of the Deputy Vice-Chancellor (Research and Industry Engagement)                                       |
| <b>School:</b>              | Research Office   |
| <b>Campus/Location:</b>     | Bundoora  |
| <b>Classification:</b>      | Higher Education Officer Level 9 (HEO9)   |
| <b>Employment Type:</b>     | Continuing, Full Time   |
| <b>Position Supervisor:</b> | Associate Director, Research & Industry Agreements  |
| <b>Number:</b>              | 50099919  |
| <b>Other Benefits:</b>      | <a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Research Office – <https://www.latrobe.edu.au/researchers/research-office>

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#### For enquiries only contact:

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# Position Description

## Manager, Research Consulting and Contracts

### Position Context

**The Research Office** partners with La Trobe University researchers, Senior Executive, academic leadership, and other administrative divisions to facilitate excellent research outcomes for the University. The Research Office sits within the Research and Industry Engagement Portfolio and provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between La Trobe University researchers and external partners, including funding bodies, industry, government, and regulatory authorities. Research Office staff members work cross-functionally and possess a diversity of skills and knowledge to enable them to contribute across the Research and Industry Engagement Portfolio and work within other teams in periods of varied workflow.

**The Consulting and Contracts Team** ensures the rapid and responsive development of agreements across the Research and Industry Engagement Portfolio that appropriately manage the University's risks and facilitate excellent research. The Team collaborates with teams and divisions across the Portfolio and University to provide advice, advisory for agreements and agreement management, and as a point of escalation for complex agreements across the Research and Industry portfolio. The team is directly responsible for managing research collaborations, research consultancies, non-research consultancies and tenders for the University and provides services to manage and facilitate the legal, costing, financial and resourcing review and advice for these projects and agreements throughout the full lifecycle of the activity, including management and administration of variations and transfers for research contracts and contractual reporting requirements. Direct support is also provided for the development of large, complex research and industry agreements, in collaboration with teams across the Portfolio. To ensure the effective and efficient management of consulting and contracted research activity and facilitate growth through the identification of tenders and other opportunities for the University, the team acts as liaison between funding bodies, industry partners, researchers and other areas of the University.

The **Manager, Research Consulting and Contracts** provides high level advice and oversight in relation to the identification of opportunities and development of research consulting and collaboration proposals and Agreements with industry partners. The role supports the University in achieving strategic goals of increasing commercial, government and not-for-profit sector research income and to be a "Strategic Partner of Choice." The position leads and manages a service grouping within the Consulting & Contracts Team and provides advice and support to Research and Industry Engagement Portfolio teams in relation to Agreements with industry partners. Responsibility for the implementation of the University's costing and pricing framework rests with this role. The position will drive process improvement and procedures to enhance partner experience with efficient project set-up.

### Duties at this level may include:

- Lead, manage and motivate Consulting & Contracts staff in a service grouping. Developing and raising their performance including responsibility for setting and reviewing longer term performance criteria and objectives.
- Provide specialist advice and guidance including managing the development of large and complex agreements to Research Portfolio teams in relation to agreements with industry, funding bodies and other collaborators.
- Oversee, manage and negotiate a portfolio of research collaboration, consultancies and tenders including liaising with Legal Services, researchers, students, research leadership teams, the University's finance function and industry partners including project set up, agreement development and milestone monitoring.

- Lead the implementation of the University's costing and pricing policy and framework by ensuring project budgets are costed appropriately and raising awareness and education by provision of training.
- Lead the development, implementation and management of Portfolio-wide and cross-University process improvement initiatives including improving agreement turn-around timeframes, effective and efficient risk assessment and management, and practices in pursuit of continuous improvement and/or strategic planning.
- Interact with senior colleagues across all areas of the University, with internal and external committees and other external bodies, providing high level input.
- Lead and facilitate or contribute to high-quality training, education and advisory services for researchers, professional staff and higher degree research students of the University on research agreements and development and management of research collaboration, consulting tenders, proposals and projects including costing.
- Identify trends, strengths, weaknesses, opportunities and risks for Research Collaboration and Consulting Agreements that may have an impact on the University to enable appropriate and timely action to be administered, reporting where appropriate.
- Manage workflows and responsibility for allocating resources, setting and reviewing longer term performance criteria and objectives.
- Review performance over time in the area of responsibility and compares it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology, reporting where appropriate.
- Undertake other responsibilities as required from time to time by Associate Director, Research & Industry Agreements appropriate to the classification level.
- Participate in the annual business planning process to support strategic direction of own work area.

#### **Skills and knowledge required for the position**

- An undergraduate degree, preferably Legal or in any area relevant to the position with at least 5 years relevant experience; or extensive relevant experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated extensive expertise in developing, reviewing, and negotiation of a broad range of research and consulting agreements.
- Demonstrated experience developing responses to opportunities with national and international funding bodies and industry partners/clients including proposals and tenders including costing and pricing; and managing and developing related agreements.
- Excellent communication, presentation, interpersonal and client (both internal and external) management skills including the ability to negotiate, motivate, influence and build professional relationships.
- Excellent written, verbal and relevant digital technology skills with demonstrated ability to effectively synthesize and present material; and develop and implement innovative policies, procedures and practices in pursuit of continuous improvement and/or strategic planning.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently in a complex environment.
- Experience in facilitating training or seminars, preferably in a research related, industry partner or community engagement context.
- Demonstrated ability to establish and maintain sound working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues.
- Proven record of developing innovative solutions and practical implementations and contributing to strategic planning.
- Excellent knowledge of all relevant legislative and regulative requirements to ensure they are incorporated into relevant University policies, procedures and guidelines.
- Some experience in managing staff performance and development.

## Capabilities required to be successful in the position

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.
- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.
- Ability to operationalise strategy, adapt quickly to disruption and successfully lead people through change – building a culture in which staff members actively contribute to the improvement of local and organisational practice.

## Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

## La Trobe's Cultural Qualities:

### WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

### WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

### WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

### WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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For Human Resource Use Only

Initials:

Date: