POSITION DESCRIPTION

Position Title: Research Partnerships Manager
Organisation Unit: Australian Institute for Bioengineering and Nanotechnology
Position Number: 3027032
Type of Employment: Fixed term, Part time (0.5 FTE)
Classification: HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University of Queensland's Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies.

AIBN is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science website at http://www.aibn.uq.edu.au/women.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The position partners with the University’s Research community (Researchers, Research Partnerships Managers, Research Partnerships Office, Legal, Research Management Office and Commercial Partners) in support of the Institute’s research contract management and industry engagement.

Duties

Duties and responsibilities include, but are not limited to:

- Primary point of contact for managing research contracts and agreements from initial negotiation to execution, including assessing requirements for legal and administration review, in accordance with specified criteria and guidelines;
- Guide researchers with identification of industry contacts and potential industry related research funding including industry linked grants funded by the ARC, NHMRC and CRCs;
- Liaison, negotiation and relationships management with industry partners;
- Work collaboratively with academic and professional staff in the relevant organisational units;
- Work with UniQuest Directors Commercial Engagement regarding commercialisation and IP management issues resulting from research projects within the institute;
- Coordination of instructions to Research Legal;
- Provide recommendation to Director Research Partnerships regarding appropriate pathways for research contracts management;
- Ensure researcher completion of schedules to agreement, and researchers’ full understanding of contractual milestones and other research obligations;
- Provide guidance for researchers with research budget preparation, consistent with the University’s Recovery of Indirect Costs from Research Funding and Consultancies policy;
- Manage a system to contribute to the maintenance of the University records of research contracts and agreements.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University’s Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

- The position reports to the Institute Research Partnerships Manager.
- Strategic policy direction and guidance will be provided by the Director of Research Partnerships to ensure consistency of research contract management across the University.
- Guidance and decisions regarding commercialisation and IP management will be provided by the relevant UniQuest Senior Director Commercial Engagement.
SELECTION CRITERIA

**Essential**

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive contract management experience (preferably in the tertiary education or research sectors); or extensive contract management experience and management expertise; or an equivalent combination of relevant experience and/or education/training;
- Demonstrated skills in research contract administration and management, preferably within a large, complex institution;
- Knowledge and experience of industrial research requirements;
- Extensive knowledge of the higher education research funding environment;
- A high level of oral and written communication skills;
- Demonstrated ability to organise and prioritise tasks for team and individual responsibilities;
- Demonstrated ability to work effectively under pressure and to meet deadlines;
- Demonstrated project management skills, including focusing on achieving outcomes while ensuring compliance with broad policy and procedural framework, within a large complex, institution;
- Evidence of assimilating new information rapidly and deploying such knowledge to the benefit of the organisation;
- Demonstrated experience to successfully engage with industry and research partners and undertake contract research negotiations;
- Research contract management and administration experience working with a considerable degree of autonomy;
- Demonstrated understanding of intellectual property management and knowledge transfer;
- Preparation of instructions to lawyers;
- Interpersonal communication and customer service skills;
- Ability to work effectively within a team and proactively liaise across related functional areas of the University and to work effectively independently.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.