APPOINTMENT OF ASSOCIATE DIRECTOR, LEGAL SERVICES (RESEARCH)
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.

The University of Queensland is a world class institution which ranks in the world’s top universities, as measured by several key independent rankings, including the Performance Ranking of Scientific Papers for World Universities (41), the US News Best Global Universities Rankings (45), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ secured a greater share of Australian Research Council grants in 2016 than any other university nationally. The University’s Life Sciences broad 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 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 university 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 14,000 postgraduate scholars and more than 13,000 international students from 141 countries, adding to its proud 250,000-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 six 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, agriculture, 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 $13 billion+ (see 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 moving forward.
GOVERNANCE

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the University of Queensland Act 1998 to appoint staff, manage and control University affairs and property, and manage and control finances.

uq.edu.au/about/governance

STRATEGIC DIRECTIONS

The University of Queensland sets its agenda within a truly global context on the pillars of Learning, Discovery and Engagement. It is a university that is connected with the global community, addressing the issues that are impacting on the modern world. UQ’s aim is to attract the best minds of today, and to develop and support the leaders of tomorrow. The University has an ongoing commitment to strengthening its impact and reputation by building greater research capacity and through the delivery of high quality teaching and learning programs.

UQ is educating a broad and representative student body and providing them with qualifications relevant to the local and global workforce. UQ is committed to actively promoting access, equity and diversity and supporting Aboriginal and Torres Strait Islander and international students.

UQ is characterised by an overriding focus on quality and an increasingly internationalised focus across its learning, discovery and engagement activities. It has involved the application of strategic initiative funding to support existing and emerging priorities that leverage external support, and the development of major research institutes, alongside its faculties, as a vehicle for building critical mass and attracting the best students and staff from around the world.

In 2020 UQ seeks to be a major global university that is developing solutions to global problems. UQ will attract students of the highest calibre who are destined and supported to become future leaders – locally, nationally and internationally. We nominate student success, coupled with employers’ conviction that UQ graduates are recognised worldwide as ‘must have’ employees, as the first of six foundations for UQ’s future success.

A larger suite of postgraduate entry programs will cater to the needs of a modern workforce. Growth in UQ’s postgraduate research student population will drive the University’s capacity for discovery.

UQ’s learning, discovery and engagement is fostered through multiple partnership ventures with business and industry, professional groups, and government and research partners.
The University of Queensland positively influences society by engaging in the pursuit of excellence through 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.

Transforming students into game-changing graduates through excellent teaching, support, and exposure to world-leading research is a focus of the new UQ's Strategic Plan 2018–2021. The world is changing at a breakneck pace, and it is vital that we prepare our students to not only adapt to this change, but also to make a positive impact on society and collectively build a beneficial global legacy. Evidence-based knowledge, the ability to work collaboratively to solve complex problems, and a passion for innovation will be essential attributes for our students, regardless of the exact future shape of society. UQ's Strategic Plan 2018–2021 focuses on graduate employability, collaboration and diversity and inclusivity.

The University’s Strategic Plan 2018–2021 is available to view on the following websites:
- uq.edu.au/about/planning

OUR VALUES

Pursuit of excellence
We strive for excellence, seeking to apply the highest standards to benefit our communities.

Creativity and independent thinking
We welcome new ideas from our staff and students as well as from our alumni and our external partners. We support intellectual freedom, courage and creativity. We encourage the pursuit of innovation and opportunities.

Honesty and accountability
We act with integrity and professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University’s resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

Mutual respect and diversity
We promote diversity in the University community – through our people, ideas and cultures. We create a vibrant, inclusive environment in which ideas flourish and future generations, regardless of background, are empowered. We respect our colleagues and work together for shared success.

Supporting our people
UQ ensures the safety and wellbeing of our people. We create an inclusive and supportive university community in which achievements are celebrated and rewarded. Our people have the opportunity to enrich their lives and pursue their goal.
Led by the General Counsel, UQ Legal Services is responsible for the delivery of legal services to the Vice-Chancellor, executive management and other key decision makers at UQ in order to support the achievement of UQ’s strategic objectives while protecting its interests. The General Counsel reports to the Chief Operating Officer and is part of the Chief Operating Officer’s senior management team.

UQ Legal Services is currently comprised of:
- the Legal Services (Research) team (which includes the Associate Director position) (Research Legal) which focuses on research related contracts and matters;
- the Legal Services (General) team;
- the UQ Copyright team which deals with copyright matters.

UQ Legal Services operates within a devolved environment with Research Legal, UQ Copyright and Information Technology lawyers co-located with internal clients.

The Research Legal team provides legal advice on research contracts and other issues that impact on research activities, including:
- commercial, contract and intellectual property law matters relating to research, including reviewing, drafting and negotiating a range of research contracts such as funding agreements, contracts for services and similar arrangements (including international consultancies); MOUs, joint ventures, collaborative research agreements, competitive tender processes, research projects, material transfer agreements, confidentiality agreements, clinical trial agreements, data sharing agreements, intellectual property assignment and licence agreements and research centre agreements;
- administrative law, including advice to ensure defensible decisions by key decision makers;
- student confidentiality and intellectual property matters;
- research misconduct investigations and processes;
- governance issues; regulatory issues; statutory interpretation;
- intellectual property issues and intellectual property commercialisation issues; and
- confidentiality, privacy, competition and consumer law and conflict of law issues.

Further information is available at legalservices.app.uq.edu.au
ROLE OF THE ASSOCIATE DIRECTOR, LEGAL SERVICES (RESEARCH)

The Associate Director provides legal and strategic advice on a wide range of legal issues arising from the research activities of UQ, including in relation to commercial, contract and intellectual property law matters. The position will work closely with the Research Partnerships Managers, the Research Administration Officers and UQ’s commercialisation companies.

The Associate Director will support the General Counsel by undertaking business and strategic activities, including actively contributing to continuous improvement programs and systems/process improvements in Legal Services.

As a member of Legal Services’ senior management team, the Associate Director will work with the General Counsel to:

• Articulate and lead a client focused culture where Legal Services is an effective enabler and trusted adviser; and
• Achieve the strategic and operational objectives of Legal Services.

DUTIES

Delivery of Legal Services

• Provide timely, high-quality legal advice to the Vice-Chancellor, Provost, Deputy Vice-Chancellor (Research), other executive management and key decision makers across UQ.

• Supervise, manage and direct the work of lawyers in the Research Legal team.

• Provide legal and strategic advice on contract, commercial and intellectual property law matters relating to the research activities of the University, which may include (for example) advising on:
  - Funding agreements; services contracts; consultancy agreements relating to research;
  - Collaborative research agreements;
  - Material transfer agreements;
  - Confidentiality agreements;
  - Clinical trial agreements;
  - Data sharing agreements;
  - Intellectual property assignment and licence agreements;
  - Novation, accession and variation agreements;
  - Research centre agreements;
  - Student intellectual property and confidentiality agreements;
  - Joint venture agreements relating to research;
  - Project agreements relating to research;
  - Tender documentation;
  - Corporate documents, such as constitutions and shareholders’ agreements;
  - Memorandum of Understanding;
  - Intellectual property;
  - Statutory interpretation;
  - Governance issues.

• Provide legal advice on a range of other legal issues affecting UQ, including in respect of contract law, intellectual property law, intellectual property commercialisation, confidentiality, privacy, competition and consumer law, conflict of laws, administrative law and student issues.

• Provide strategic legal advice in relation to the development and implementation of policies and procedures, and in relation to legislative programs, as required.

• Assist the General Counsel to manage the provision of legal services outsourced to external legal providers (private law firms and counsel) to ensure value for money, quality and timeliness of work produced.

• Other duties as required by the General Counsel.
Business and Strategic

• Work collaboratively with the General Counsel to:
  - market Legal Services’ capabilities and services to internal clients;
  - contribute to strengthening the knowledge and capacity of managers and other UQ staff to work within the relevant legislative and regulatory framework;
  - drive and manage continuous improvement, innovation and initiatives in Legal Services’ processes, procedures and systems and in delivery of the legal function;
  - contribute to developing and maintaining legal resources and precedent material;
  - foster a positive team environment with a strong culture of customer service, professionalism and best practice.

• Assist the General Counsel to proactively identify and manage current and emerging legal issues, priorities and risks affecting UQ.

• Assist the General Counsel with the overall management of the Research Legal team.

Key Stakeholder and Relationship Management

• Develop and maintain strong and effective working relationships with internal clients, team members and other stakeholders.

REPORTING RELATIONSHIPS

The Associate Director is responsible for managing a team of Research Legal lawyers and support staff.

The Associate Director reports to the General Counsel.
SELECTION CRITERIA

Essential

- The successful applicant must be admitted (or eligible to be admitted) as a Solicitor or Barrister of the Supreme Court of Queensland, with demonstrated relevant expertise and experience (for example, a minimum of 12 years post admission experience is preferred).
- Extensive experience in commercial, contract and intellectual property law, including advising on complex/major research contracts and projects.
- Demonstrated ability to draft a wide variety of legal documents and to handle and resolve complex legal issues.
- Demonstrated management experience, including in effectively managing, motivating and developing a team to achieve operational objectives and balance competing priorities. The effective management of others is essential to this role.
- High level written and oral communication skills, with demonstrated interpersonal and negotiation skills that enable you to effectively persuade, influence and liaise with clients and stakeholders at all levels, both internally and externally.
- Demonstrated ability to cultivate and sustain positive working relationships with clients, team members and other stakeholders (internal and external).
- Demonstrated ability to work both independently and to contribute effectively in a team environment in order to provide quality client service.
- Demonstrated ability to be highly organised and self-managing, including a demonstrated capacity to establish work priorities, meet timelines and achieve project management priorities.
- Solution focussed with sound judgement skills and business acumen.
- Ability to work collaboratively in a results-driven environment with a high volume of business.
- Strategic outlook - ability to see the big picture; considers multiple perspectives when assessing the ramifications of issues.
- Commensurate with the values of UQ, demonstrated personal qualities of openness, respect and integrity, and a commitment to equity, diversity and collaboration.

Desirable

- Understanding of the legislative framework that applies to UQ or experience in acting for a statutory body or government entity.
CONDITIONS OF EMPLOYMENT

Tenure
The initial appointment will be for a term of five years. A further appointment may be offered.

Salary and Benefits
An attractive remuneration package will be negotiated with the successful candidate. Remuneration will be subject to periodic review.

The Associate Director, Legal Services (Research) is entitled to four weeks annual leave, 10 days personal leave and an additional 5 days carer’s leave. Other terms and conditions of employment will be negotiated.

Relocation
The University will meet all reasonable removal and establishment expenses. In the case of an interstate or international appointee, an accommodation allowance may be available for a limited period. Details will be negotiated as part of the contract of employment.

HOW TO APPLY
Applications should include a full curriculum vitae and a statement addressing the selection criteria. Applicants should provide the names and contact details of at least three potential referees.

These referees need not be approached in advance, as they will not be contacted without the prior consent of the applicant.

FURTHER INFORMATION AND WEBSITE ADDRESSES

General information on the University is available through the University’s website.
uq.edu.au

Other documents which you may wish to refer to include:
• Annual Report: uq.edu.au/about/annual-reports
• Governance: uq.edu.au/about/governance
• Key statistics: pbi.uq.edu.au/Content/UQKeyStatistics.aspx
• Organisation chart: uq.edu.au/about/docs/org-chart.pdf
• Research at UQ: uq.edu.au/research
• UQ Global Strategy: global-strategy.uq.edu.au