POSITION DESCRIPTION

Position Title: Research Partnership Manager
Organisation Unit: Sustainable Minerals Institute
Position Number: 3026777
Type of Employment: Full Time, Fixed Term until December 2018
Classification: Hew Level 9

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 (65). 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

One of UQ’s eight research institutes, the Sustainable Minerals Institute (SMI) consists of some 220 staff and postgraduate students covering the areas of mining and geology, mineral processing, environment and rehabilitation, social responsibility, safety and risk, water and unconventional gas. SMI is industry-focused and consequently works with many leading global resources companies and many small-medium enterprises and suppliers. SMI interacts strongly with governments and community. A priority for SMI is the development of talent and providing an environment for successful and rewarding careers. SMI was founded in 2001 and since its inception has established a reputation as a unique institution for integrated sustainable development research in the resource sector. SMI is a truly global institute with staff and students from around the world. SMI’s people are also diverse in their discipline backgrounds, which range across disciplines including anthropology, geology, soil science, sociology, hydrology, environmental science, engineering and mine management.

SMI comprises six major research Centres which are organised into pairs:

- **SMI’s Production Centres:**
  - WH Bryan Mining and Geology Research Centre
  - Julius Kruttschnitt Mineral Research Centre

- **SMI’s People Centres:**
  - Centre for Social Responsibility in Mining
  - Minerals Industry Safety and Health Centre

- **SMI’s Environment Centres are the:**
  - Centre for Mined Land Rehabilitation
  - Centre for Water in the Minerals Industry

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/smi

The Institute recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. SMI strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

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 primary role of this position is to support the University’s industry outreach and connectivity including contract management across all types of research contracts and agreements within the Institute. The position is also responsible for coordinating the development of commercial strategy and to manage the SMI-JKTech relationship. The key objective of this position will be to build and maintain effective and productive interaction with industry partners as they seek to engage with the University.

The position will work closely with the Deputy Director – Operations, Centre Directors and researchers in their respective faculty/institute in the management of research contracts and agreements, and in supporting broader business development and industry engagement. The position will also be expected to develop close working relationships with related areas of research management in the University including Research Management Office and Research Partnerships Office (including Research Legal), and the University’s main commercialisation company, UniQuest Pty Ltd.

The Research Partnerships Manager is a highly visible representative of the University and as such must possess excellent customer service and negotiation skills, strong communication and writing skills, coupled with a thorough knowledge of research contract management.

Duties

Duties and responsibilities include, but are not limited to:

Management and Administration

- Work closely with SMI’s Leadership Group to develop the Institute’s industry engagement strategy and associated policies and procedures.
- Primary coordination point for managing research contracts and agreements from initial negotiation to execution
- Triage of research contracts and agreements to assess requirements for legal and administrative 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 and CRCs.
- Liaison, negotiation and relationship management with industry partners
- Develop and maintain effective systems for the management of stakeholder and contact information within SMI and contribute to the maintenance of the University records of research contracts and agreements.
- Day to day management of SMI’s relationship with JKTech including consultation regarding commercialisation and IP management issues resulting from research projects within the faculty/institute
- Coordination of instructions to SMI Legal and UQ Legal
- Provide recommendations 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 researcher obligations
- Provide guidance for researchers with research budget preparation, consistent with the University’s Recovery of Indirect Costs from Research Funding and Consultancies policy
• Arrange for DVCR/Director Research Partnerships approval for Indirect Cost variations
• Ensure priority case management of ARC Linkage & Industrial Transformation Projects

Other
• Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987).
• Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956).
• Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities.

Reporting Relationships
• The position reports to the Deputy Director - Operations
• Strategic policy direction and guidance will be provided by the Director Research Partnerships to ensure consistency of research contract management across the University

SELECTION CRITERIA

Qualifications

Essential
• Postgraduate qualifications and extensive contract management experience (preferably in the tertiary education or research sectors); or an undergraduate degree, extensive contract management experience, proven management expertise and other relevant education/training.

Desirable
• Undergraduate qualifications in law or an allied field

Knowledge and Skills
• Demonstrated skills in research contract administration and management at a senior level, preferably within a large, complex organisation.
• Knowledge and experience of industrial research requirements
• Knowledge of the higher education research funding environment.
• Demonstrated project management skills within a large, complex institution.
• Evidence of assimilating new information rapidly and deploying such knowledge to the benefit of the organisation.

Experience
• Demonstrated experience to successfully engage with industry partners and undertake contract research negotiations.
• Extensive 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.

Personal Qualities

• Demonstrated ability to organise and prioritise tasks for team and individual responsibilities.
• Demonstrated ability to work effectively under pressure and to meet deadlines
• Ability to focus on achieving outcomes while ensuring compliance with a broad policy and procedural framework, e.g. at a university or similar complex organisation.
• Ability to work effectively independently and to exercise a high level of judgment requiring the integration of internal and external demands.

The University of Queensland is an equal opportunity employer.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.