POSITION DESCRIPTION

Position Title: Research Partnerships Manager (EAIT)
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: 3013753
Type of Employment: Full-Time, Continuing
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 (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+

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 Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud
traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ
education to have significant impact on our state, our nation and across the world. We
believe that lifelong success is fostered at UQ through great education – inspiring students
to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil
every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping
to improve communities around the world. From novel hydrogen storage and next generation
polymers to biomedical engineering and mining safety, our research outcomes are solving
problems for local and international communities, and our industry partners.

The Faculty 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. The Faculty 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.

The EAIT Faculty Workshop Group (FWG) plays a pivotal role in supporting teaching and
research in design, manufacturing, electrical, electronic and instrumentation.

The FWG is structured under three teams: Skills and Design Training, Prototype
Development, and Operations. The Skills and Design Training group will focus primarily on
learning and includes the Architecture workshop, the Student Access Workshop (SAW), the
Student Technology Centre (STC), and the proposed Student Access Laboratory. The
Prototype Development group is involved with the design, development and maintenance of
prototyping equipment, ranging from the manufacture of individual components to complex
specialist apparatus for use in research and teaching. The group also has the capability to
calibrate instrumentation and mechanical safety devices and is also available to participate
in procurement activities involving laboratory and workshop equipment. The Instrumentation
and Electronics workshop team will support both the Skills and Design and Prototype
groups.

For more information about the Faculty, please visit: www.eait.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is
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 Faculty. 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 Faculty Associate Dean Research, members of the Faculty Research Office and researchers in the management of 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

- Provide guidance to researchers with identification of industry contacts and potential industry related research funding including industry linked grants funded by the ARC, NHMRC and CRCs.
- Proactive liaison, negotiation and relationship management with industry partners
- Identify opportunities for expanding and leveraging existing industry partnerships, both within EAIT and in collaboration with other academic units across the university.
- Primary point of contact 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
- 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 faculty/institute
- Develop good working relationships with UQ Legal (Research) to provide and coordinate accurate and timely instructions.
- 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 and NHMRC Collaborative Research Agreements
- Manage a system to contribute to the maintenance of the University records of research contracts and agreements.

**Other**
- Comply with the University's Code of Conduct (see the University's web site at [http://www.uq.edu.au/hupp/?page=24987](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](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](http://www.uq.edu.au/sustainability/responsibilities).

**Organisational Relationships**
- The position reports to the Associate Dean Research for the Faculty of Engineering Architecture and Information Technology.
- Strategic policy direction and guidance will be provided by the Director 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 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;
- Demonstrated skills in research contract administration and management at a senior level, preferably within a large, complex organisation.
- Demonstrated knowledge and experience of industrial research requirements
- Knowledge of the higher education research funding environment.
- A high level of oral and written and interpersonal communication skills.
- Demonstrated ability to work effectively under pressure and to meet deadlines
- Demonstrated understanding of intellectual property management and knowledge transfer
- Demonstrated experience to successfully engage with industry partners and undertake contract research negotiations
- Ability to work closely with UQ Legal Services (Research) to provide accurate and pertinent instructions
- Ability to work effectively within a team and proactively liaise across related functional areas of the University
- 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.

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.