POSITION DESCRIPTION

Position Title: Research Partnerships Manager
Organisation Unit: Faculty of Science
Position Number: New
Type of Employment: Full time secondment for 12 months
Classification: HEW Level 8/9

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+ (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.

Faculty of Science

The Faculty of Science is an internationally recognised provider of world-class education and research. A research-intensive Faculty, we have a gross budget in excess of $340M, employ approximately 1,500 continuing and fixed-term staff (headcount) and teach around 7,500 fulltime equivalent coursework students (EFTSL).

We teach agriculture, biology, chemistry, earth sciences, food science, geography, marine science, mathematics, physics, planning, the environment, veterinary science, to undergraduate and postgraduate coursework students enrolled in a range of degree programs in science, engineering and health and medicine and veterinary science. We provide the community with the next generation of professionals and graduates who are sufficiently scientifically literate and numerate to be effective in understanding, managing and addressing complex problems, including those in energy, food supply, health, environment and sustainability.

Research conducted in the Faculty of Science includes fundamental research across a wide range of scientific disciplines and a vibrant portfolio of applied research, well linked to industry and government particularly in its areas of Agriculture and Food Sciences, Geography and Earth Sciences, Infectious / Exotic disease, Ecology and Environment, and Veterinary Sciences. Information about the Faculty may be accessed on the Faculty's web site at http://www.uq.edu.au/science.

The Faculty of Science comprises six Schools and several research centres and is located on both the St. Lucia and Gatton campuses and two Marine research stations of The University of Queensland.

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 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's Associate Dean (Research) and Deputy Dean, and researchers in the Faculty in the management of research contracts and agreements, 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.

Duties

Duties and responsibilities include, but are not limited to:

**Hew Level 8**

- 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, and with guidance of relevant senior staff
- 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 relationship management with industry partners under guidance of relevant senior staff
- 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
- Coordination of instructions to Research 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 and NHMRC Collaborative Research Agreements
- Contribute to the maintenance of the University records of research contracts and agreements

**Hew Level 9**

- Primary point of contact for managing research contracts and agreements
- 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, NHMRC and CRCs.
- Liaison, negotiation and relationship 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 faculty

- Coordination of instructions to Research 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 and NHMRC Collaborative Research Agreements
- 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:

- 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 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 Associate Dean (Research) and Deputy Dean, with daily functional reporting to the Senior Research Partnerships Manager. 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

Essential

Hew Level 8

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive contract management experience (preferably in the tertiary education or research sectors); or an undergraduate degree, extensive contract management experience and other relevant education/training.
- Demonstrated skills in research contract administration and management.
- Knowledge of the higher education research funding environment
- A high level of oral and written communication skills
- Demonstrated ability to work effectively under pressure and to meet deadlines
• Demonstrated understanding of intellectual property management and knowledge transfer
• Demonstrated capacity to successfully engage with industry partners and undertake contract research negotiations
• Preparation of instructions to lawyers
• Interpersonal communication and customer service skills of a high order
• Ability to work effectively within a team and proactively liaise across related functional areas of the University

**Hew Level 9**

• 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 institution
• Extensive knowledge of the higher education research funding environment
• A high level of oral and written 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
• Preparation of instructions to lawyers
• Interpersonal communication and customer service skills of a high order
• Ability to work effectively within a team and proactively liaise across related functional areas of the University

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.