POSITION DESCRIPTION

Position Title: Contracts, Rights and Development Manager
Organisation Unit: University of Queensland Press
Position Number: 3038793
Type of Employment: Full Time – Fixed Term 12 months
Classification: Hew Level 7

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

The University of Queensland Press (UQP) was established in 1948 and is one of Australia’s oldest and most respected publishing houses. UQP enhances the success of the University of Queensland by its innovative philosophy and commitment to producing books of high quality and cultural significance. UQP books and authors have received national and international recognition through literary prizes, rights sales and writers’ festivals. We publish print and eBooks across a range of subjects, from literary fiction, general non-fiction and poetry, to children’s and young adult books and academic books in fields such as cultural studies, history and peace and conflict studies.

Information about UQP may be accessed on the UQP’s web site at http://www.uqp.uq.edu.au

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 role of the Contracts, Rights and Development Manager is to contribute to effective operations and cultural ambitions of UQP. This position will particularly contribute to accountability in sustaining key relationships with writers and other partners.

The position will foremost be responsible for securing international and subsidiary rights throughout the world and managing all author contracts. The role will also manage systems and liaise with Finance and CEO in relation to royalties’ payments and all other streams of author income to ensure they are in accordance with contracts and paid in a timely and accurate manner.

The Contracts, Rights and Development Manager will support the CEO in the development and delivery of effective and accountable operations and systems. The position will be responsible for working with the CEO to increase the capacity of UQP to identify, establish and maintain external engagement strategies and opportunities for partnerships within the University. The role will work across all areas of University of Queensland Press.
Duties

Duties and responsibilities include, but are not limited to:

Contracts

- Manage and maintain the development of all contracts in line with industry best practice with authors.
- Manage and maintain contracts with and reporting to suppliers, such as distributors, and other organisations including funding bodies, partners and sponsor arrangements, such as Awards.

Royalties

- Manage and maintain best practice procedures, in liaison with finance and CEO, to ensure accurate and efficient payment of royalties, rights and other income streams to writers, in adherence with contractual arrangements.

Rights – Foreign rights and subsidiary rights

- Inform, set and reach agreed targets for foreign and subsidiary rights of UQP publications.
- Negotiate all rights offers in best interests of author and UQP. Complete and maintain all communications with the author and all contractual administration.
- Maximise opportunities for foreign rights sales for all UQP books and authors. Establish and maintain relationships with international personnel including agents, sub-agents and publishers.
- Attend international book fairs and inbound programs such as VIPs, as required. Schedule appointments, complete all preparations and follow up in a timely and effective manner.
- Identify and seek opportunities to develop pathways for subsidiary rights. Attend appropriate forums, schedule appointments, complete all preparations and follow up in a timely and effective manner.
- Manage and maintain communication channels with local and foreign distributors, including IPG and UBD, and internal inventory processes including for e-book distribution.
- Participate as a member of the acquisition committee, in accordance with the terms of reference, to inform the discussion around potential and appropriateness for foreign and subsidiary rights sales.

Development

- Support the CEO to develop effective and efficient business practices, including research into suppliers, software for royalties and title management, and general internal systems.
- Contribute to strategic planning for business development, in liaison with CEO and leadership team. This includes identifying external sources of income or promotional opportunities through partnerships, grants and relevant engagement.
• Identify opportunities and support CEO to **strategically liaise with and deliver on internal partnerships within UQ**, maximising opportunities to profile and promote UQP and develop readership and opportunities for UQP authors.

• Manage, in liaison with CEO, **timely production of key organisational communications**. This will include, but is not limited to, the Annual Report and UQP Board communications.

**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 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 CEO of UQP
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in publishing, business or other relevant experience and/or education/training
- Minimum of three years’ experience of working in the within the book industry
- Minimum of two years’ experience in a Rights and permissions and proven ability to deliver outcomes within a publishing house
- Experience in Licensing and contracts
- Ability to prepare and monitor budgets and interpret financial reports
- Ability to interpret and apply policies and procedures
- Experience in the use of a wide range of computer applications in a network environment (particularly Microsoft Excel) and of associated publishing specific including software for royalties
- Excellent interpersonal skills including the ability to communicate effectively and deliver on outcomes with authors, funding bodies, partners and industry colleagues
- Ability to prioritise own workload, work independently and meet deadlines and work to tight deadlines
- Advanced verbal and written communication skills and an eye for detail
- A passion for books and reading

Desirable

- Business development or partnership experience in the cultural industries, including publishing
- Experience in applying for and acquitting grants
- Knowledge of or qualifications in the study of Australian literature
- Ambition to contribute to a diverse and thriving Australian literary culture and particularly Indigenous literature
- Willingness to work across a broad range of book projects
- Ability to work within a small and flexible office environment

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.

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