

POSITION DESCRIPTION

Position Title:	Research Partnerships Manager
Organisation Unit:	Faculty of Medicine
Position Number:	3043332
Type of Employment:	Full time, Fixed term
Classification:	HEW 8

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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://uniquet.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 Medicine

The University of Queensland's Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost \$300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia's largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia's largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children's Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.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 primary role of this position is to support the University's industry outreach and connectivity via contract management across all types of research contracts and agreements within the Faculty, including complex, multi-party and international agreements. The key objective of this position will be to build and maintain effective and productive interactions with clinical and industry partners as they seek to engage with the University.

The position will work closely with academic and professional staff leaders in the Faculty, as well as researchers and affiliated clinicians in the management of research contracts and agreements, and in supporting broader business development and industry engagement. The position will be expected to develop close working relationships with related areas of research management in the University including the Office of Sponsored Research, Legal Services (Research), the Research Partnerships Office, Consultancy and Research Expertise (CoRE), and the University's main commercialisation company, UniQuest Pty Ltd. The position will also be expected to participate in the Faculty of Medicine Community of Practice for Research Administration

Duties

Duties and responsibilities include, but are not limited to:

- Primary point of contact for managing research contracts and agreements from initial negotiation to execution, including providing recommendations to the Director Research Partnerships regarding appropriate pathways for research contracts management and coordination of instructions to Legal Services (Research) where necessary
- Triage of research contracts and agreements to assess requirements for legal and administrative review in accordance with specified criteria and guidelines, and with general guidance of the Senior Research Partnerships Manager and relevant senior staff
- Liaison, negotiation and relationship management with clinical and industry partners with general guidance of the Senior Research Partnerships Manager and relevant senior staff
- Actively contribute to team meetings and initiatives, training and support of new team members, group idea cultivation and collective approaches to achieving the best outcomes for the team.
- Work collaboratively with relevant organizational unit leadership teams including participation in strategic fora and planning activities where appropriate
- Work with UniQuest Directors Commercial Engagement regarding commercialisation and IP management issues resulting from research projects within the faculty
- 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. arranging for DVCR/Director Research Partnerships approval for Indirect Cost variations
- As appropriate, guide researchers with identification of industry contacts and potential industry related research funding including industry linked grants funded by the MRFF, NHMRC, ARC and CRCs
- 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

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 of 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 Senior Research Partnerships Manager.

SELECTION CRITERIA

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive contract management experience (preferably in the higher education research or health sector); 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
- 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

Desirable

- Experience in negotiation and management of contracts related to the health and biomedical sector e.g. hospital governance and clinical trials agreements
- Experience in liaising and collaborating with external agencies to develop co-operative research initiatives.

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 Recruitment Services (recruitment@uq.edu.au).