POSITION DESCRIPTION

Position Title: Research Partnerships Manager
Organisation Unit: Institute for Social Science Research
Position Number: 3025497
Type of Employment: Fixed Term, Full time
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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 Humanities and Social Sciences (HASS) is a large, multi-disciplinary Faculty with a broad academic profile, substantial research achievements and a commitment to public engagement. The Faculty is based at the St Lucia campus in the iconic Forgan Smith building, at the heart of the University - The Great Court.

HASS has entered an era of regenerative leadership. Executive Dean Professor Heather Zwicker joined UQ in spring 2018, and brings a fresh vision of interdisciplinary collaboration, public accountability and commitment to the student experience. Many Heads of School are also new to their roles and eager to ensure that HASS continues to be a powerhouse for disciplinary and interdisciplinary research across our Schools, Institutes and Centres, as well as boasting exciting, responsive teaching in a broad range of programs.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a Centre for Policy Futures, and several school-based research centres. It also plays host to the Institute for Modern Languages and the Confucius Institute.

HASS has a strong identity and long tradition of innovation and leadership, offering a broad range of programs - including one of UQ's largest, the Bachelor of Arts.

The complementary nature of our disciplines attract a diverse cohort of international and domestic students, with 640 research higher degree students, approximately 1,600 students in postgraduate coursework degrees and close to 7,000 undergraduates.

The Faculty of Humanities and Social Sciences produces nationally and internationally regarded research across its many and varied disciplines. In addition to strong performance with external funding, UQ researchers in humanities and social sciences have won prizes, gained reputations for research excellence, performed exceptionally in the Excellence for Research in Australia (ERA) exercise and in global university rankings, among many other measures.

Our strong performance reflects the quality of world-changing work our researchers are undertaking, with their breakthrough discoveries having a positive impact on society and changing the lives of others around the globe. Visit our Research Impact website for some of these stories.

HASS proudly claims a large number of Fellows in national disciplinary bodies, including the prestigious Australian Academy of the Humanities, and the Academy of the Social Sciences in Australia.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/
The Institute for Social Science Research (ISSR) undertakes solution focused research addressing societal challenges and is a national leader in advanced interdisciplinary social science and evidence-based policy research. ISSR researchers work with diverse academic disciplines and collaborate with government agencies and the private and not-for-profit sectors to address key Australian and international public policy questions that span the life course and require investigation of areas such as social inequality, health and wellbeing, education, employment, housing, social services, Aboriginal and Torres Strait Islander environments research and international development. The Institute leads advances in social science and evaluation methodology, and is developing new capabilities in social data science.

A key component of ISSR’s work is commercial research and training, providing high-quality learning and engagement opportunities for postgraduate and postdoctoral students. The Institute employs almost 60 staff, currently enrolls over 40 higher degree students, has an annual budget of $13 million, and engages with affiliated researchers across a diversity of research fields. ISSR is based at UQ’s Long Pocket Precinct (80 Meiers Road, Indooroopilly), a research-oriented campus just ten minutes from UQ’s main teaching and learning campus at St Lucia.

ISSR is the headquarters for the Australian Research Council Centre of Excellence for Children and Families over the Life Course (the Life Course Centre), an international collaboration of 22 organisations working to identify the causes and consequences of deep and persistent disadvantage in Australia. The Life Course Centre aims to identify the drivers of disadvantage in Australia and to develop innovative solutions to mitigate or reverse its impact.

More information about ISSR can be found at www.issr.uq.edu.au.

More information about the Life Course Centre can be found at www.lifecoursecentre.org.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The Research Partnerships Manager position in ISSR incorporates contract management responsibilities within the broader remit of research development and translation for the Institute. The Research Partnerships Manager works closely with the researchers to develop proposals, translate their research for multiple audiences and implement projects to meet contractual obligations.

The key objectives of this position are to build a sustainable pipeline of basic and commissioned research to secure research income and achieve research impact for our partners who include government departments, non-for-profit and private sector organisations and other universities.

The Research Partnerships Manager position supports the University’s industry outreach and connectivity including-contract management and relationship management across all types of research contracts and agreements within ISSR.
Duties

Duties and responsibilities include, but are not limited to:

Research development and translation

- Develop and implement practices that enhance the capacity of ISSR to attract external funding for research
- Lead major strategic funding proposals and research translation initiatives for the Institute and oversee the development of other tenders, proposals, and research translation products including supervising ISSR’s Research Development Officers and external consultants, where applicable
- Develop positive, productive relationships with researchers and external stakeholders to achieve research development and translation objectives for the Institute
- Enhance the quality of proposals for new sponsored research opportunities (unstructured)
- Provide evidence-based analysis and advice relating to the generation of research income for, and research impact from, the Institute
- Provide project management for strategic initiatives that aid Institute growth as required
- Promote close integration of research development with other relevant functional areas of ISSR and UQ including finance and human resources

Contract management

- Be the primary point of contact for managing research contracts and agreements from initial negotiation to execution
- Triage 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
- Liaise, negotiate and manage relationships with industry partners
- Work collaboratively with academic and professional staff in the relevant organisational units
- Coordinate instructions to Research Legal
- Ensure researcher completion of schedules to agreements, and researchers’ full understanding of contractual milestones and other researcher obligations
- Comply with University policy regarding research and finance management including providing guidance for researchers with research budget preparation, consistent with the University’s Recovery of Indirect Costs from Research Funding and Consultancies policy and the Institute’s approach
- 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

- Represent the Institute’s interests on relevant committees, including the Faculty Research Committee
• Supervise research development personnel within ISSR
• Support the Deputy Director (Strategy & Operations), as required
• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the University’s Code of Conduct
  o 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
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  o 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
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Organisational Relationships

The position reports to the Deputy Director (Strategy & Operations), Institute for Social Science Research.

Strategic policy direction and guidance will be provided by the Director Research Partnerships to ensure consistent 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 or consultancy experience (preferably in the tertiary education or research sectors); or an undergraduate degree, extensive contract management or consultancy experience, proven management expertise and other relevant education/training.
- Demonstrated high-level oral and written communication skills particularly for strategic communication and proposal development and preferably in a research context.
- Demonstrated skills in research contract administration and management at a senior level, preferably within a large, complex institution, including ensuring compliance with a broad policy and procedural framework.
- Demonstrated ability to organise and prioritise tasks for team and individual responsibilities including the ability to work effectively under pressure and to meet deadlines.
- Extensive experience in the development or management of research/consulting projects.
- Demonstrated experience to successfully engage with industry partners and undertake contract research negotiations.
- Demonstrated understanding of intellectual property management and knowledge transfer.
- Ability to work effectively within a team and proactively liaise across related functional areas of the University.

**Desirable**

- Undergraduate qualifications in law or an allied field.
- Extensive knowledge of the higher education research funding environment.
- Consultancy experience, developing and managing large projects.

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 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@uq.edu.au.