POSITION DESCRIPTION

Position Title: Research Partnership Officer
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3037997
Type of Employment: Full Time, Continuing
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 (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://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 Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:
- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: http://habs.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 Research Partnerships Manager in contract management across all types of research contracts and agreements within the Faculty of Health and Behavioural Sciences to support the University’s industry partnerships.

The position will work closely with the Research Partnerships Manager, Associate Dean Research and researchers in the Faculty of Health and Behavioural Sciences in the management of research 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.

**Duties**

Duties and responsibilities include, but are not limited to:

- Working under the direction of the Research Partnerships Manager assist with managing research contracts and agreements from initial negotiation to execution.
- Participate in the triage of research contracts and agreements to assess requirements for legal and administrative research contracts management, including the coordination and clearance of previously approved contract templates.
- Ensure researcher completion of schedules to agreement, and researchers’ full understanding of contractual milestones and other researcher obligations.
- Provide guidance to researchers with research budget preparation, consistent with the University’s Recovery of Indirect Costs from Research Funding and Consultancies policy.
- Assist with arranging 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.
- Assist with coordination of instructions to Research Legal, as required.
- Any other duties as reasonably directed by your supervisor.

**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 Research Partnerships Manager, Faculty of Health and Behavioural Science.
SELECTION CRITERIA

Essential

- A degree with at least four (4) years subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- Extensive contract management experience (preferably in the tertiary education or research sectors).
- 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 organise and prioritise tasks for team and individual responsibilities.
- Demonstrated ability to work effectively under pressure and to meet deadlines.
- Evidence of assimilating new information rapidly and deploying such knowledge to the benefit of the organisation.
- Demonstrated capacity to successfully engage with industry partners to ensure efficient progression of contract matters.
- 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.
- Ability to work effectively independently.

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 habs-hr-advisory@uq.edu.au