POSITION DESCRIPTION

Position Title: Senior Manager, Research Contracts
Organisation Unit: Research Partnerships
Position Number: New
Type of Employment: Full-time Continuing
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 Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for enhancing the University’s performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. The Deputy Vice-Chancellor (Research) is supported by the Pro Vice-Chancellors and by staff in the Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; contract negotiation; research performance data management, research infrastructure management, and research ethic and integrity.

Within the Research and Innovation portfolio, the Office of Research Partnerships provides administrative and strategic support in key functional areas for the University’s research partnerships with external organisations, particularly industry partners, external stakeholders, research organisations and Cooperative Research Centres (CRCs).

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 Office has a team of Research Contracts Managers/Officers deployed in a variety of Faculties and Institutes across the University. The Research Contracts Managers/Officers have a dual reporting line, reporting to the Senior Research Contracts Manager as well as a functional report to a Faculty or Institute Research Partnerships Manager (RPM).

The primary role of the Senior Manager, Research Contracts is to lead the team of Research Contracts Managers/Officers who provide contract negotiation and management support to RPMs across all types of research and consulting contracts and agreements within the relevant Faculty or Institute.

The Senior Manager, Research Contracts has responsibility for leading the ongoing management of a disbursed team and building a strong community of practice. The Research Partnerships contracts community of practice will embody a culture of excellent customer service, develop outstanding negotiation skills and strong communication and writing skills; in addition, it will build on the team’s knowledge of research contract management and processes.
The position is expected to build and maintain successful client relationships within UQ and industry. The incumbent will lead the contract function’s integration into the Research Partnerships team, ensuring delivery on key relevant performance outcomes around contract management. To achieve this, the role takes a lead in mentoring and coaching other team members in contract management skills.

**Duties**

Duties and responsibilities include, but are not limited to:

**Research Contracts Team Management**
- Acquire and maintain a sophisticated understanding of the complex operational needs of RPMs and contracts managers/officers in faculties, institutes and central (in terms of contracts management);
- Lead a skilled team of Research Contract Manager/Officer professionals, setting broad direction, mentoring, coaching and ensuring appropriate professional development opportunities are undertaken;
- Be responsible for the team’s delivery of exceptional professional and customer service-focused outcomes in line with faculties, institutes and central’s contract management objectives;
- Model strong service excellence and customer-service focus;
- Provide expert advice to RPMs and contracts managers/officers on project and contract risks and mitigation strategies;
- Mentor and coach team members in negotiation and contract management skills;
- Be responsible for the allocation of resources to best meet the business requirements across faculties and institutes; and
- Be responsible for reporting and tracking of the team’s key performance indicators, including the provision of regular reports to Senior Executives in the Research and Innovation Portfolio.

**Contracts Management**
- Provide expert assistance to RPMs and contracts managers/officers in faculties, institutes or central on the triage of research contracts and agreements to assess requirements for legal and administrative contracts management;
- Lead the team responsible for managing standard research contracts, agreements and subcontracts from initial negotiation with external partners to execution;
- Lead the team responsible for ensuring researcher completion of schedules to agreements, and researchers’ full understanding of contractual milestones and other researcher obligations;
- Provide expert guidance to researchers with research budget preparation, consistent with the University’s policies and procedures;
- Provide expert assistance to RPMs and contracts managers/officers in faculties, institutes or central to ensure priority case management of research agreements and contracts;
- Lead the maintenance of the University records of research contracts and agreements; and
- Provide expert assistance to RPMs and contracts managers/officers in faculties, institutes or central with the coordination of instructions to Legal Services (Research).

**Contracts Community of Practice**
- Lead the co-ordination, development and delivery of training that develops the ongoing community of practice;
- Be responsible for the ongoing needs assessment in this space, including seeking...
input from key stakeholders including RPMs and contracts managers/officers in faculties, institutes and central; and

- Lead the development and implementation of strategies for sharing good practice, including being responsible for the maintenance of relevant operating standards and incorporation of innovations to reflect updated practice as required.

**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 Director, Research Partnerships.

The position will involve close collaboration with key stakeholders in the faculties, institutes and central, including RPMs, Associate Deans (Research), and Legal Services (Research).

**Specific Delegations**

Consistent with the University's delegations framework (PPL 1.10 Delegations).
SELECTION CRITERIA

Essential

- Postgraduate qualifications and extensive relevant experience or extensive management experience and proven management expertise or an equivalent combination of relevant experience and/or education/training experience managing a team of professionals.
- Extensive experience in contracts administration, negotiation and management, preferably in the tertiary education or research sectors.
- Knowledge of the higher education research funding environment.
- Ability to mentor and coach team members in contract administration, negotiation and management skills.
- Excellent interpersonal skills, with demonstrated experience in liaising and fostering relationships with internal and external stakeholders, including the ability to provide advice and negotiate to achieve desired outcomes.
- Demonstrated ability to organise and prioritise tasks, use judgement, work independently, work effectively under pressure and to meet tight deadlines.
- Advanced communication skills, including demonstrated ability to provide clear and concise written advice, give presentations, actively listen, lead meetings, manage conflict, and provide advice to staff at all levels of the University.

Desirable

- Experience in a university environment.
- Experience leading and developing a community of practice.

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.