POSITION DESCRIPTION

Position Title: Research Partnerships Manager

Organisation Unit: School of Psychology

Position Number: 3029663

Type of Employment: Fixed Term, Part Time (3 years), up to 0.8 FTE

Classification: HEW Level 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 (HABS) is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of six schools and six research centres, viz.:
- 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 the Business and Economics of Health
- POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at [https://habs.uq.edu.au/](https://habs.uq.edu.au/)

**School of Psychology**

The School of Psychology is one of the most prestigious schools of psychology in Australia, with a strong reputation built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology and is able to attract visitors from overseas and other institutions in Australia. The School has collaborative relationships through cross-appointed staff with other schools in the University, thus creating opportunities for interdisciplinary research.

Information about the School may be accessed on the School web site at [www.psy.uq.edu.au](http://www.psy.uq.edu.au/).

**Project: Towards an Applied Social Identity Research Centre**

The Social Identity and Groups Network (SIGN) at The University of Queensland examines social identity processes that are key to effective functioning in organizational, political, health, and educational domains. International recognition of this work has led to SIGN being identified as a world-leading centre for social identity research. Increasingly too, it has led us to work with industry, government, education and healthcare partners to co-develop solutions to key challenges they face. In this program of work we seek to develop and embed the translational arm of SIGN and create a *world-leading applied research centre* — SIGNIFY — that capitalizes on these evolving opportunities.

The ‘Towards an Applied Social Identity Research Centre’ Project is supported by UQ Strategic Funds with Professors Catherine Haslam, Jolanda Jetten and Alex Haslam as Chief Investigators.
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](http://www.uq.edu.au/current-staff/working-at-uq)

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to support the Social Identity Research Centre industry outreach and connectivity, a critical role within the dedicated Research Partnerships Unit responsible for ensuring effective and timely development of research partnerships with industry. The key objective of this position will be to build and maintain effective and productive interaction with industry partners as they seek to engage with the Centre and the SIGN/FY project.

The position will work closely with the HaBS Faculty, Research Partnerships Unit, Chief Investigators and Research Staff in the management of research contracts and agreements, supporting broader business development and industry engagement, effectively translating research into practice. The position will be expected to develop close working relationships with related areas of research management in the University including the UQ Office of Sponsored Research, Legal Services (Research), the Research Partnerships Office and the University’s Commercialisation Company Un quest Pty Ltd, in collaboration and under the functional direction of the HaBS Research Partnerships Manager.

While this role is primarily dedicated to the SIGN/FY project, a small proportion of the role will be focused on the Faculty’s activities more broadly.
Duties

Duties and responsibilities include, but are not limited to:

- Provide guidance to Centre staff with identification of industry contacts and potential industry related research funding, including industry-linked grants funded by the ARC, NHMRC and CRCs.
- Act as the primary point of contact for managing research contracts and agreements for SIGNIFY from initial negotiation to execution, in collaboration with the HaBS Faculty Research Partnership Manager.
- Triage of research contracts and agreements to assess requirements for legal and administrative review, in accordance with specified criteria and guidelines and with guidance of relevant senior staff.
- Proactive liaison, negotiation and relationship management with industry partners and development, establishment and management of new SIGNIFY industry collaborations and partnerships, under guidance of relevant senior staff.
- Work collaboratively with academic and professional staff in the Centre, School, Faculty and other relevant organisational units across UQ.
- Work with UniQuest Directors Commercial Engagement regarding commercialisation and IP management issues resulting from research projects within SIGNIFY, in collaboration with the HaBS Faculty Research Partnership Manager.
- Develop effective working relationships with UQ Legal Services (Research) to provide and coordinate accurate and timely instructions.
- Provide recommendations to the Director, Research Partnerships regarding appropriate pathways for research contracts management for SIGNIFY, in collaboration with the HaBS Faculty Research Partnerships Manager.
- Define and advise on the logistical parameters of project implementation and delivery for secured research contracts and agreements in the form of project summary documentation.
- Oversee liaison with SIGNIFY software developers to ensure delivery and maintenance of all online aspects of the research projects, contracts and agreements.
- Manage the licensing requirements of any intervention-based or psychometric products generated by SIGNIFY in collaboration with UniQuest.
- Ensure researcher completion of schedules to agreement, and researchers’ full understanding of contractual milestones and other researcher obligations.
- Provide guidance to SIGNIFY with research budget preparation, including consistency with the University’s Recovery of Indirect Costs from Research Funding and Consultancies policy where appropriate.
- Arrange for DVC/R/Director of 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.
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

This position reports to the Research Partnerships Manager in the Faculty of Health and Behavioural Sciences. Strategic project direction and guidance will be provided by the Project Chief Investigator, Professor Catherine Haslam.

SELECTION CRITERIA

**Essential**

- Postgraduate qualifications (in psychology or a related field) and extensive contract management experience (preferably in the tertiary education or research sectors); or an undergraduate degree (in psychology or a related field), extensive contract management experience, proven management expertise and other relevant education/training.
- Demonstrated skills in research contract administration and management.
- Demonstrated ability in the development and establishment of partnerships with external stakeholders.
- Demonstrated experience in the development of industry-facing business proposals.
- Strong project planning, budgeting and financial management skills.
- Knowledge and experience of industrial research requirements.
- Knowledge of the higher education research funding environment.
- Demonstrated ability to organise and prioritise tasks for team and individual responsibilities.
- 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.
- A high level of oral and written communication skills.
- Interpersonal communication and customer service skills of a high order.
- Ability to work effectively within a team and proactively liaise across related functional areas.

**Desirable**

- Undergraduate qualifications in law or a related field.
- Experience in management of product development for industry.
- Experience in research and evaluation of commercial products for industry.

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.

Accessibility requirements and/or adjustments can be directed to habs-hr-advisory@uq.edu.au