POSITION DESCRIPTION

Position Title: Legal Counsel (Research)
Organisation Unit: Legal Services
Standard Position Number: XXXXX
Type of Employment: Full time, continuing
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 and 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 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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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.

POSITION CONTEXT

Led by the General Counsel, UQ Legal Services is responsible for the delivery of legal services to the Vice-Chancellor, executive management, and other key decision makers at UQ in order to support the achievement of UQ’s strategic objectives while protecting its interests. The General Counsel reports to the Chief Operating Officer and is part of the Chief Operating Officer’s senior management team.
UQ Legal Services is currently comprised of:

- the Legal Services (General) team;
- the Legal Services (Research) team which focuses on research related contracts and matters (which includes the Legal Counsel (Research)); and
- the UQ Copyright team which deals with copyright matters.

UQ Legal Services operates within a devolved environment with Research, UQ Copyright and Information Technology lawyers co-located with internal clients.

The Legal Services (Research) team provides legal advice on research contracts and other issues that impact on research activities, including:

- commercial, contract and intellectual property law matters relating to research, including reviewing, drafting and negotiating a range of research contracts such as funding agreements, contracts for services and similar arrangements (including international consultancies); MOUs, joint ventures, collaborative research agreements, competitive tender processes, research projects, research consulting agreements, material transfer agreements, confidentiality agreements, clinical trial agreements, data sharing agreements, intellectual property assignment and licence agreements and research centre agreements;
- administrative law, including advice to ensure defensible decisions by key decision makers;
- student confidentiality and intellectual property matters;
- research misconduct investigations and processes;
- governance issues; regulatory issues; statutory interpretation;
- intellectual property issues and intellectual property commercialisation issues; and
- confidentiality, privacy, competition and consumer law and conflict of law issues.

**PRIMARY PURPOSE**

As Legal Counsel (Research) you will be responsible for providing legal advice on commercial, contract and intellectual property law matters arising from the research activities of UQ. The position also provides legal advice on a wide range of other legal issues affecting UQ.

You will work with and under the direction of the Associate Director (Research) and other senior lawyers in Legal Services. You will also assist the General Counsel in managing the interests of UQ and be part of a busy, hardworking and collaborative legal team.

Working in an in-house environment, you will be flexible and available to work across all streams of legal work (depending on client demands, expertise and priorities as directed by the Associate Director Legal Services (Research) and General Counsel). You will be also undertake a range of work, from the complex to the less complex.

The position reports to the Associate Director, Legal Services (Research) and the General Counsel.
KEY ACCOUNTABILITIES

1. Delivery of Legal Services
   - Provide timely, high-quality legal advice to the Vice-Chancellor, Provost Deputy Vice-Chancellor (Research), other executive management and key decision makers across UQ.
   - Provide advice on legal issues relating to contract, commercial and intellectual property law matters relating to the research activities of the University, which may include (for example) advising on:
     - Funding agreements; services contracts; consultancy agreements relating to research;
     - Collaborative research agreements;
     - Research consulting agreements;
     - Material transfer agreements;
     - Confidentiality agreements;
     - Clinical trial agreements;
     - Data sharing agreements;
     - Intellectual property assignment and licence agreements;
     - Novation, accession and variation agreements;
     - Research centre agreements;
     - Student intellectual property and confidentiality agreements;
     - Joint venture agreements relating to research;
     - Project agreements relating to research;
     - Tender documentation;
     - Corporate documents, such as constitutions and shareholders’ agreements;
     - Memorandum of Understanding;
     - Intellectual property;
     - Statutory interpretation;
     - Governance issues.
   - Provide legal advice on a range of other legal issues affecting UQ, including in respect of contract law, intellectual property law, intellectual property commercialisation, confidentiality, privacy, competition and consumer law, conflict of laws, administrative law and student issues.
   - Provide legal advice in relation to the development and implementation of policies and procedures, and in relation to legislative programs, as required.
   - Provide advice to UQ on its compliance with legal obligations, accountability and policy requirements, including in respect of privacy, confidentiality, competition, right to information and under The University of Queensland Act.
   - Assist in the management of legal services outsourced to external legal providers (private law firms and counsel) to ensure value for money, quality and timeliness of work produced.
**SELECTION CRITERIA**

*Mandatory requirement*

1. The successful applicant must be admitted as a Solicitor or Barrister of the Supreme Court of Queensland, with demonstrated relevant expertise and experience (for example, a minimum of 3 years post admission experience is preferred).

**Essential – Key Capabilities** – to determine your suitability for the role, you will be assessed on the following key capabilities that link to the ‘Key Accountabilities’ for this role.

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| 2 | **Business and Strategic**  
   - Extensive experience in commercial, contract and intellectual property law, including advising on complex / major research contracts and projects |
| 3 | **Key Stakeholder and Relationship Management**  
   - High level drafting skills. Demonstrated ability to draft a wide variety of research and other commercial legal documents, and to handle and resolve complex legal issues. |
| 4 |  
   - Achieves results – solution focussed with sound judgement skills and commercial acumen.  
   - Ability to handle several project simultaneously and meet deadlines.  
   - Responds in a positive and flexible manner to change and uncertainty.  
   - Seeks guidance and advice when required. |

Other duties as required by the General Counsel.
5. Communicates with influence - Strong written and oral communication skills. Demonstrated interpersonal and negotiation skills that enable you to effectively communicate and liaise with a diverse range of clients with other stakeholders.

6. Supports productive working relationships – demonstrated ability to build and sustain positive relationships with team members, internal clients and external stakeholders.

7. Demonstrated ability to work both independently and to contribute effectively in a team environment in order to provide quality and timely client service. Demonstrated ability to also work effectively under the supervision and direction of senior lawyers. You will be flexible and adaptable, prepared to work in a broad range of practice areas, and to undertake tasks at various levels of complexity (as is usual for an in-house legal practice).

8. Demonstrated time management and organisational skills and a meticulous attention to detail, with a proven ability to prioritise tasks to meet competing deadlines with a high degree of accuracy in the context of minimal supervision.

9. Supports strategic direction – Focuses strategically. Understands UQ’s objectives and the links between Legal Services, UQ and whole of University agenda. Able to consider the ramifications of a wide range of issues, anticipates priorities.

10. Exemplifies personal drive and integrity - provides impartial and forthright advice. Remains positive and responds to pressure in a controlled manner. Maintains momentum and sustains effort despite criticism or setbacks.

**Desirable**

11. Understanding of the legislative framework that applies to UQ or experience in acting for a statutory body or government entity.

The University of Queensland values diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.