POSITION DESCRIPTION

Position Title: Research Partnerships Manager
Organisation Unit: Faculty of Humanities and Social Sciences
Position Number: 3026744
Type of Employment: Full time, fixed term
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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was 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.

Organisational Environment

The Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The current Executive Dean is Professor Julie Duck who is Acting in the role following the transition of Professor Tim Dunne to a Pro-Vice-Chancellor position in the Office of the Provost.

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 new Faculty Centre for Policy Futures, and several school-based research centres. The Faculty is also host to the Institute for Modern Languages and the Confucius Institute. The Faculty offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty, making it one of the largest in Australia. One indicator of the Faculty’s standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the 2015 Excellence in Research Australia (ERA) round. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty’s performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.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 University’s industry outreach and connectivity including contract management across all types of research contracts and agreements within the Faculty. The key objective of this position will be to build and maintain effective and productive interaction with industry research partners as they seek to engage with the University.

The position will work closely with the Faculty Associate Dean Research (ADR) and researchers in the management of research contracts and agreements, and in supporting broader business development and industry research 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, Research Legal, and the University’s main commercialisation company, UniQuest Pty Ltd.

The Research Partnerships Manager is a highly visible representative of the University and as such must possess excellent customer service and negotiation skills, strong communication and writing skills, coupled with a thorough knowledge of research contract management.

Duties

Duties and responsibilities include, but are not limited to:

• Support researchers to attract categories two to four research funding by identifying industry1 contacts and competitive industry research funding schemes, disseminating opportunities to researchers, assisting to develop proposals (in a range of formats) and managing the contracting process from initial negotiation through to execution.

• Assist researchers to prepare research budgets consistent with the university’s Recovery of Indirect Costs from Research Funding and Consultancies policy.

• Advise the Faculty Executive on the strategic development of the faculty’s industry related research activities, including providing recommendations and implementing solutions to ensure best practice.

• Advise the Faculty Executive, professional colleagues and researchers in the faculty on university policies and operational matters pertaining to industry focused research activities.

• Assist the ADR to provide input to university policy and initiatives pertaining to industry-focused research activities.

• Work with UniQuest Directors Commercial Engagement on commercialisation opportunities resulting from research projects within the faculty.

• Assist the ADR to prepare research strategy documents, policy papers, operational plans and reports.

• Compile and analyse research data and metrics relevant to the faculty’s research initiatives and strategic objectives.

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1 For the purposes of the Faculty of Humanities and Social Sciences, ‘industry’ includes government departments and agencies, NGOs, not-for-profit and community organisations, philanthropic funds and private sector businesses/organisations.
• Provide input to the Faculty Research Office (FRO) strategic research funding, researcher development and communications initiatives.
• Assist to profile and communicate the faculty’s research results, strengths and achievements in order to build the faculty’s research profile and reputation and assist in industry outreach.
• Represent the faculty at research profile building events and meetings internal and external to UQ.
• Supervise the HEW8, Senior Advisor (Research Management) role and assist in coordinating the day-to-day activities of the FRO.

Other
• Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987).
• Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956).
• Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities).

Organisational Relationships
• The position reports to the Faculty Executive Manager.
• Strategic policy direction and guidance is provided by the Director, Research Partnerships to ensure consistency of research contract management across the University.
• Guidance and decisions regarding research commercialization is provided by the relevant UniQuest Director Commercial Engagement.

SELECTION CRITERIA

Qualifications

Essential
• Postgraduate qualifications and extensive contract management experience (preferably in the tertiary education or research sectors); or an undergraduate degree, extensive contract management experience, proven management expertise and other relevant education/training.
• Extensive knowledge of the higher education research funding environment.
• A high level of oral and written communication skills, and excellent presentation skills.
• Demonstrated ability to organise and prioritise tasks for team and individual responsibilities, including the ability meet deadlines.
• Demonstrated skills in research contract management at a senior level, preferably within a large, complex institution.
• Demonstrated experience of successfully engaging with industry partners and structuring research partnership arrangements.
• Demonstrated experience in preparing and reviewing research agreements, and negotiating research contracts and instructing university lawyers.
• Interpersonal communication and customer service skills of a high order.
• Ability to focus on achieving outcomes while ensuring compliance with a broad policy and procedural framework, e.g. at a university or similar complex organization.
• Ability to work effectively within a team and proactively liaise across related functional areas of the university.
• Ability to work effectively independently.

Desirable

• Undergraduate qualifications in law or an allied field.
• Experience in dealing with intellectual property management and knowledge transfer issues in the social sciences and humanities would be an advantage.

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 the contact person listed in the job advertisement.