POSITION DESCRIPTION

Position Title: Research Partnerships Manager
Organisation Unit: Faculty of Business, Economics & Law
Position Number: 3026801
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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings.

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 Australian Teaching and Learning Council Awards for Teaching Excellence 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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.
Faculty of Business, Economics & Law

Organisational Environment

The aim of the Faculty of Business, Economics and Law is to be a centre of excellence in business, providing quality education and leadership in research for the benefit of our graduates and the wider community. The Faculty incorporates the Schools of Business, Economics, and TC Beirne School of Law at the St Lucia campus. Nearly 8,000 students study with the BEL Faculty, and the Faculty has an alumni body of over 50,000.

Faculty members have achieved numerous teaching and research awards. In addition to outstanding academic performance, Faculty members maintain close links with the public and private sectors in Australia and internationally. Many of our Faculty members have worked extensively outside universities and held senior positions in business. A number of Faculty members have, and continue to play, leading roles within national and international professional bodies.

The Faculty of Business, Economics and Law offers a variety of undergraduate and postgraduate programs which allow for a wide range of specialisations or concentrations, with a high degree of relevance to employers. Programs are designed for students with aspirations of becoming leaders in the "business and law" sectors and to help develop their expertise and equip them for a rewarding career.

The Faculty has the highest number of international students enrolled at undergraduate and postgraduate level in the University equating to approximately 30% of the student population. The Faculty continues to experience significant growth in this area. International students come from all continents and regions with over 130 countries represented. The Faculty allocates specific resources to helping these students gain employment during their time at UQ or upon completion of their studies.

The Faculty Executive Dean sets the strategic direction of the Faculty in respect of its teaching, research and external and community relations activities. The Executive Dean is accountable for the academic programs offered by the Faculty, and is responsible for financial, staff and physical resources, and a range of other activities such as the development of research, national and international marketing and the promotion of government, business and community links. The Executive Dean is a key representative of the University to the external community.

The Faculty Office is a busy and friendly environment and is committed to the development of its staff. The Faculty office is located at the St Lucia campus. Further information about the Faculty can be obtained from its web site at http://www.bel.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 partners as they seek to engage with the University.

The position will work closely with the Faculty Associate Dean Research and various researchers 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.

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.

Key Responsibilities

Key responsibilities include, but are not limited to:

• Primary point of contact for managing research contracts and agreements from initial negotiation to execution
• 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
• Guide researchers with identification of industry contacts and potential industry related research funding including industry linked grants funded by the ARC, NHMRC and CRCs.
• Liaison, negotiation and relationship management with industry partners under guidance of relevant senior staff
• Work collaboratively with academic and professional staff with the organisational unit
• Work with UniQuest Directors Commercial Engagement regarding commercialisation and IP management issues resulting from research projects within the faculty.
• Coordination of instructions to Research Legal
• Provide recommendations to Director Research Partnerships regarding appropriate pathways for research contracts management
• Ensure researcher completion of schedules to agreement, and researchers’ full understanding of contractual milestones and other researcher obligations
• Provide guidance for researchers with research budget preparation, consistent with the University’s Recovery of Indirect Costs from Research Funding and Consultancies policy
• Arrange 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.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
• 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 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 Associate Dean, Research – Faculty of Business, Economics & Law.

Strategic policy direction and guidance will be provided by the Director, Research Partnerships.

Guidance and decisions regarding commercialisation and IP management will be provided by the relevant UniQuest Senior Director, Commercial Engagement.
SELECTION CRITERIA

• 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.

• Demonstrated skills in research contract administration and management at a senior level, preferably within a large, complex institution.

• A high level of oral, written and interpersonal skills.

• Demonstrated ability to organise and prioritise tasks for team and individual responsibilities, including the ability to work with a considerable degree of autonomy while exercising a high level of judgment.

• Demonstrated ability to work effectively under pressure and to meet deadlines.

• Demonstrated project management skills within a large complex institution.

• Evidence of assimilating new information rapidly and deploying such knowledge to the benefit of the organisation.

• Ability to focus on achieving outcomes while ensuring compliance with a broad policy and procedural framework, e.g. at a university or similar complex organisation.

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 Brett Pelttari, Recruitment Advisor (b.pelttari@uq.edu.au)