POSITION DESCRIPTION

Position Title: Research Contracts Officer
Organisation Unit: Research Partnerships Office
Position Number:
Type of Employment: Full-time Continuing
Classification: HEW Level 7

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 of 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 primary role of this position is to support the Research Partnership Managers (RPMs) in contract negotiation and management across all types of research contracts and agreements within the relevant Faculty or Institute, which may change based on operational imperatives.

The Research Contracts Officer 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:

- Assist RPMs in the triage of research contracts and agreements to assess requirements for legal and administrative contracts management;
- Manage standard research contracts, agreements and subcontracts from initial negotiation with external partners to execution;
- Ensure researcher completion of schedules to agreements, and researchers’ full
- Provide guidance for researchers with research budget preparation, consistent with the University’s policies and procedures;
- Assist RPMs to ensure priority case management of research agreements and contracts;
- Contribute to the maintenance of the University records of research contracts and agreements;
- Assist RPMs with the coordination of instructions to Legal Services (Research); and
- Contribute to the Research Contracts Community of Practice.

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 Senior Manager, Research Contracts, with daily functional reporting to the Research Partnerships Manager in a Faculty or Institute.
SELECTION CRITERIA

- Undergraduate qualifications or progress towards tertiary qualifications with at least 4 years relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated skills in contract administration, negotiation and management, preferably in the tertiary education or research sectors.
- A high level of oral and written communication skills.
- Demonstrated ability to organise and prioritise tasks, work independently, work effectively under pressure, and to meet deadlines.
- Evidence of assimilating new information rapidly and deploying such knowledge to the benefit of the organisation.
- Demonstrated capacity to successfully engage with key internal and external stakeholders to ensure efficient progression of contract matters.
- Interpersonal communication and customer service skills of a high order, including the ability to provide advice and negotiate to achieve desired outcomes.
- Ability to work effectively within a team, and proactively liaise across related functional areas of the University

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.