Position Description

Title: Research Projects & Contract Consultant
HEW Level: Level 8

Faculty/Office: DVC Research/Research Services
Position Number:

Department/Team: Research Policy and Contracts
Date: July 2018

Position Purpose: To provide specialist advice and expertise in relation to research contracts and legislation and implement research management projects and initiatives to deliver on strategic research objectives.

ORGANISATIONAL CONTEXT

The Deputy Vice-Chancellor (Research) [DVCR] is responsible for the development and strategic enhancement of Macquarie University's research, research training, and innovation profile as well as the creation, support and advancement of local, national and international research collaborations and partnerships.

Research Services is responsible for the management of research that takes place at Macquarie University or is conducted by University staff. This task is divided between four functional teams: Pre Award, Post Award and Reporting, Ethics and Integrity and Research Contracts and Policy.

The Research Policy and Contracts group is responsible for all matters relating to research policy:

- Internally, this requires that University policies relating to research are developed where they are needed and that existing policies are appropriate and are maintained.
- Externally, the group will ensure that policies relating to research promulgated by research funding bodies, and all levels of government are appropriately reflected in the University's own governance and policy structure.

In relation to research contracts this group will manage the execution of research agreements, arranging for review and execution of agreements, and liaising and negotiating with other parts of the University and with external parties as appropriate.

ORGANISATION CHART
### KEY ACCOUNTABILITIES

- Draft, review and negotiate complex research contracts and agreements between the university and external partners.
- Develop and implement guidelines and processes for assessing the level and suitability of risk associated with research contracts.
- Ensure research agreements are compliant with Macquarie University policies, external funding rules (if applicable) and legislative or regulatory requirements.
- Consult with stakeholders, develop, document and maintain guidelines, policies or processes in response to new or revised legislation impacting on research (e.g. Defence Control Trade Act 2012, Autonomous Sanctions Act 2011).
- Design, develop and implement processes and educational programs to help researchers comply with their obligations under legislation including (i) the Defence Control Trade Act 2012; and (ii) the Autonomous Sanctions Act 2011.
- Network and represent the interests of Macquarie University at various external meetings regarding research contracts and research management matters.
- Undertake and implement research management initiatives and projects in relation to research contracts and research management.
- Develop and maintain relationships with key internal and external stakeholders including partners from business, other universities and government.
- Liaise with the Faculties, the Office of Financial Services, Human Resources, the University Solicitor’s Office, and with other members of Research Office on various aspects of research management.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the incumbent’s level of competence.

### POSITION CONTEXT

| Reports to: | Manager, Research Policy and Contracts |
| Positions Reporting to: | Nil. |
| Key Direct Clients: | • Deputy Vice-Chancellor (Research)  
• Director, Research Office  
• Director or Research Ethics and Integrity and Research Office Team Managers  
• Research Partnership Managers  
• Research active staff  
• External partners (current and prospective)  
• Government (e.g. Defence Export Controls Office) |
| Other Key Relationships: | • Management in senior research positions (including Associate Deans of Research, Faculty Research Managers, Dean, HDR and Director, HDR)  
• Director, Commercialisation  
• Human Resources  
• Information Technology Services  
• Office of Financial Services  
• Office of General Counsel  
• Compliance and Risk |
| Budget Accountability: | Nil. |
| Role-specific Conditions: | • Domestic Travel may be required |
| Scope and autonomy | Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvements and/or initiatives. |
| Problem solving | Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs. |
# CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication</strong>: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Service Focus</strong>: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Influencing and Persuading</strong>: Building commitment by convincing others and winning them over to a particular point of view.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td>REQUIRED KNOWLEDGE</td>
<td>KEY EXPERIENCES</td>
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<td>Qualifications, technical and/or professional skills and information needed from</td>
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<td>day one for successful performance.</td>
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<td>Knowledge of how the University works and how relevant functions across the University</td>
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<td>Knowledge and experience with higher education management and governance</td>
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<td>Knowledge and experience with research funding (grants, research contracts), and</td>
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<td>experience of the ethical aspects of research and research data management</td>
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