POSITION DESCRIPTION

Contracts Officer

Position Level | 7
Faculty/Division | Division of Research & Enterprise
Position Number | ADMIN ONLY
Original document creation | September 2021

Position Summary

Research Grants and Contracts (RGC) within the Division of Research and Enterprise contributes to UNSW Sydney’s research performance and profile via the effective management of the University’s research income. RGC is the key link between UNSW researchers, executive and external funding agencies such as the NHMRC, ARC, other government and non-government research funders, philanthropic competitive grant funders and industry partners. The RGC teams are a crucial component in the university’s ongoing strategy to increase knowledge exchange and in working towards meeting the S25 aims.

Each year the RGC manages more than 2,800 applications and 6,000 ongoing projects, supporting more than 2,000 UNSW academics.

The Contracts Officer will manage the review, provide advice and negotiate competitive and contract research agreements. The position works closely with colleagues from the Legal Office, Knowledge Exchange and across the RGC teams.

The Contracts Officer role reports to the Team Leader Post-Award and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Establish, review, negotiate and coordinate the execution of contract and competitive agreements relating to UNSW research activities in a timely and effective manner in accordance with UNSW policies and the requirements of individual partners and sponsors.
- Manage the drafting, review and execution of multi-party agreements required for competitive grants.
• Make recommendations to the Team Leader and Director, Research Grants and Contracts regarding the suitability of each agreement for execution.

• Liaise closely with the Senior Grants Office and/or the Legal Office to obtain advice on legal issues related to non-template contractual arrangements connected with industry related research or competitive grants to establish and manage agreements which are consistent with UNSW policies and reflect the specific requirements of researchers and individual sponsors.

• Respond to requests from Research Grants and Contracts, Legal Office, Knowledge Exchange, researchers and other interested parties for information on various agreements.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Undergraduate or post-graduate qualification and/or considerable relevant experience in a position responsible for drafting, reviewing, negotiating, executing, and managing a large volume of agreements involving an industry partner and/or competitive grants, preferably related to research in the higher education sector.

• Proven experience and ability to identify complex legal contractual issues, negotiate and influence contractual matters with internal and external stakeholders.

• Demonstrated experience in managing relationships with researchers and/or external partners, government agencies, industry clients and multilateral agencies.

• Demonstrated skills in interpreting and commenting on policy, rules and regulations and initiating changes to policy where required.

• Outstanding written and oral communication, negotiation and consultation skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.

• Demonstrated highly developed project management capabilities with evidence of high level analytical, prioritisation and time management skills.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.