Senior Contracts Officer

Position Summary

Research Grants and Contracts (RGC) within the Division of Research contributes to UNSW’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 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 towards meeting the S25 aims.

Each year the RGC manages more than 2800 applications and 6000 ongoing projects, supporting more than 2,000 UNSW academics.

This position is a senior member of the team dedicated to the delivery of high-quality customer focused services to the University in the area of post-award research agreements. The position works closely with the team leader and colleagues from the Legal Office, Knowledge Exchange and across the Research Grants and Contracts teams.

The Senior Contracts Officer will take a lead role in reviewing and providing advice with regard to negotiating, and as appropriate, referring on (to Legal or Knowledge Exchange) contract and competitive research agreements. This role will assist the Team Leader in building a coherent and effective team.

The Senior Contracts Officer reports to 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.

• Provide recommendations to the Team Leader and the Director, Research Grants and Contracts regarding the suitability of proposed agreements for execution.

• Liaise closely with the Legal Office to obtain advice on legal issues related to non-template contractual arrangements to establish and manage agreements consistent with UNSW policies and reflect the specific requirements of researchers and individual sponsors.

• Support the Team Leader in working closely with colleagues in the Division of Research and Enterprise, Legal Office, Knowledge Exchange and related work units to ensure efficient support for UNSW research related contract and competitive grant agreement execution.

• Provide leadership by supporting and mentoring the Contracts Officer as appropriate, and by contributing to the knowledge of the office through collaborative exchange.

• Work with the Senior Contracts Officers across all post-award teams in developing and maintaining a suite of legal precedents and templates for standard UNSW agreements in collaboration with the Legal Office.

• Identify areas of research risk and advise the Team Leader of issues in a timely manner with proposed mitigation strategies.

• Deputise for the Team Leader in his/her absence and if/when required from time to time.

• Assist the Team Leader in monitoring and managing the team's workflow to ensure tasks are completed on schedule.

• 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 an equivalent level of knowledge gained through a combination of education, training and/or extensive experience, with significant experience in the review and preparation of agreements for a range of contract and competitive grants.

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

• Demonstrated ability and experience in managing relationships with researchers and/or external partners, government agencies, industry clients and multilateral agencies, including the ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.

• Evidenced ability to contribute to high-level strategic planning, policy formulation and implementation. Including the development and implementation of effective team strategic and operational plans for the delivery of services.
• Demonstrated experience in training and mentoring staff involved in the delivery of quality, customer focussed services to clients.

• Evidence of supporting the continual improvement of workflows, service delivery and quality assurance by proactively suggesting improvements and implementing solutions as required, 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.