



Australian
National
University

Position Description

College/Division:	ANU College of Medicine, Biology & Environment and ANU College of Physical & Mathematical Sciences
Faculty/School/Centre:	Science Administration
Department/Unit:	Research Management
Position Title:	Senior Contracts Officer
Classification:	ANU 6/7 (Administration)
Position No:	NEW
Responsible to:	Assistant Manager, Research Contracts
Number of positions that report to this role:	0
Delegation(s) Assigned:	0

PURPOSE STATEMENT:

The ANU College of Medicine, Biology and Environment (CMBE) and the ANU College of Physical and Mathematical Sciences (CPMS) consist of twelve constituent areas that represent medical, health, environmental, physical and biological sciences at the ANU. The Colleges have established a Research Contracts Office within Science Administration for the purposes of providing research contract support. This position sits within the Research Contracts Office.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position works closely with, and reports directly to, the Assistant Contracts Manager, Research Contracts Office, Science Administration. A close working relationship is also necessary with other College Research Management Officers, colleagues in the other Science Administration administrative functions, colleagues in the University's Research Services Division, Legal Office, Technology Transfer Office, School Managers and School Directors of the constituent areas of the Colleges, and researchers within the two Colleges

Role Statement:

Under the broad direction of the Assistant Manager, Research Contracts, the Research Contract Officer will perform the following functions:

- **Research Management:** contribute to an enabling and supportive team environment and provide a high level of quality customer service to stakeholders, assist with maximising best outcomes for the University. Provide strategic advice to the Colleges' stakeholders on all research contract management issues.
- **Research Contract Review and Negotiation:** Negotiate, and where relevant draft, research contracts and agreements with external funding agencies and sub-contractors, liaising where appropriate with researchers, Finance and Human Resources, the University's Legal Office, Technology Transfer Office and the University's Service Divisions. Protect the University's IP, manage confidential agreements.
- **Post Award and Project Management:** Monitor University's compliance with external funding contracts and the protection of the University's reputation. Negotiate contract variations and assist with funding agencies concerns.
- **Research Management Reporting:** Assist with the collection and integrity of research management Colleges' data on the University's Research Management System ARIES.
- **Liaison:** Establish and maintain effective liaison and a high level of quality customer service with individual researchers, relevant sections of the Colleges, the University and external organisations including Commonwealth and State funding agencies, private non-profit organisations and industry.
- Undertake other duties as required, consistent with the classification of the position.

- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. A degree with extensive experience in an administrative field; or an equivalent combination of extensive relevant experience and education/training in research administration and contract management in a tertiary or similar institution.
2. Proven experience in the provision of high quality customer service, incorporating excellent communication and interpersonal skills and the ability to clearly communicate, consult, negotiate and liaise effectively with a diverse range of people both orally and in writing.
3. Demonstrated ability to undertake an analytical approach to problem solving, identify and mitigate risk, and an ability to implement policy, procedures and business processes, particularly in regard to research issues and external funding conditions.
4. Demonstrated capacity to provide high-level advice on contractual obligations, including an ability to review, draft and negotiate research contracts and funding agreements.
5. Proven ability to prioritise workflow, exercise judgement and meet deadlines.
6. Knowledge and experience using database systems.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

 Australian National University	<h1>Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	CMBE & CPMS	Dept/School/Section	Science Administration
Position Title	Senior Contracts Officer	Classification	ANU 6/7
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:	Print Name:	Date:
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