

Research Manager (Legal)

Research Office

Classification	Level 9
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Fixed-Term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	1 May 2018

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

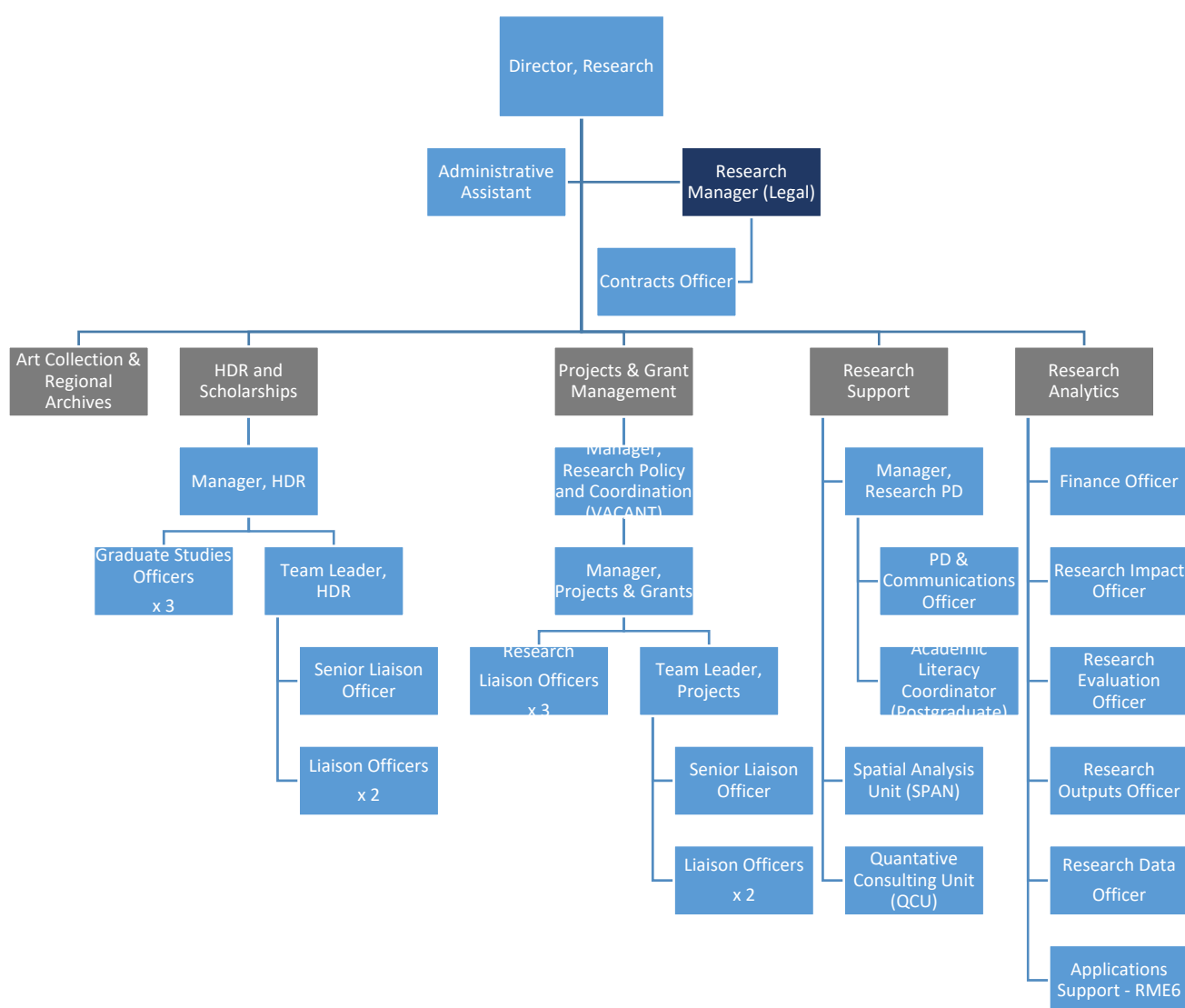
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Research Office

CSU is committed to excellence in strategic and applied research. The function of the Research Office is to provide integrated, high quality administrative services that facilitate achievement of the University's strategic priorities in research and research training. Key activities within the Research Office include research higher degree candidature management, research grants and contracts administration, research finance and commercialisation, research information management and reporting, research policy leadership, as well as research development and communication. These activities are undertaken through active liaison with internal and external stakeholders.

Information on the University's research and research training profiles is available at <http://www.csu.edu.au/research/>

Organisational Chart: Research Office



Reporting Relationships

This position reports to: Director, Research Office

This position supervises: Contracts Officer

Key Working Relationships

- Deputy Vice-Chancellor (RDI)
- Pro Vice-Chancellor Global Engagement (Research and Partnerships)
- Director, Legal
- Academic staff

Position Overview

The Research Manager (Legal) provides an in-house legal service to the Research Office and is responsible for the delivery of high quality legal services in a timely and efficient manner to ensure the University achieves its academic, research and commercial objectives and complies with its legal obligations. Whilst reporting to and supervised by the Director, Research, the position acts with a degree of autonomy suitable to the classification level, within the limits of delegations.

The Research Manager (Legal) is responsible for applying significant judgement and high level problem solving skills to the best outcome of the University, The role will include project management of early stage IP and commercialisation opportunities arising from research, and aligned with the University strategic direction.

Principal Responsibilities

- Negotiate and prepare University research and research commercialisation agreements and prepare, negotiate and review third party agreements for projects to ensure compliance with the legal and policy requirements of the University and to support the achievement of the University's research and commercialisation objectives.
- Manage and facilitate the review of research and research commercialisation agreements by providing assessment of agreements and referring higher risk matters to the University Legal Office or external legal counsel, to ensure compliance with the legal and policy requirements of the University.
- Manage and facilitate the review of research-related legal documents and agreements including memorandum of understandings, material transfer agreements and confidentiality agreements, to ensure compliance with the legal and policy requirements of the University.
- Develop, implement and manage strategies and processes to ensure effective and efficient contract execution for University research-related legal documents to ensure the successful and timely commencement of projects in accordance with University policies and agreement terms.
- Report on the execution and management of research and research commercialisation contracts and maintain appropriate records to:
 - comply with University and statutory reporting and record-keeping requirements, and
 - inform business decisions
- develop and maintain effective working relationships and liaising with government agencies, industry and business on requirements relevant to the preparation of legal advice and agreements (e.g., funding agreements, variations, confidentiality agreements etc).
- develop legal standards, model agreements and plain language guides to support contractual, compliance and legal management of research programs.
- participate in various internal meetings and committees and initiating information exchange forums as required, to increase the understanding of legal issues;
- Develop and oversee the management of the University's Intellectual Property Register and applications for patents, trademarks and copyright, in accordance with the University's Intellectual Property Policy.
- Provide assistance and advice within the University as appropriate in aspects of identifying, developing, protecting managing, and commercialising IP.
- Undertake other duties appropriate to the classification as required.

Physical Capabilities

The incumbent may be required to:

- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Capabilities

- Adaptability: adapt to change; maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements, or cultures;
- Communication: clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message;
- Networks: build and maintain internal and external networks and effective relationships for the purposes of professional collaboration and collegiality;
- Initiating Action: taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive;
- Quality: accomplish tasks by considering all areas involved; show concern for all aspects of the job by accurately checking processes and tasks;
- Responsibility: be aware of conditions that affect employee safety, ensuring the privacy and confidentiality of colleagues and information, valuing each other's differences and avoiding conflict of interest;
- Work Standards: set high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- Minimum of at least 10 years post qualification experience in at least two of the following areas of law: contract, commercial, and administrative law; and hold or be entitled to hold a NSW practising certificate.
- Demonstrated experience in the drafting and negotiation of agreements and legal instruments and the provision of related legal services in a high volume environment
- Demonstrated substantial interpersonal, team work and communication skills, including a capacity to represent the University in external negotiations.
- Experience in delivering results and achieving commercial and strategic targets in an intellectual property related environment.
- Demonstrated high level ability in a work environment to investigate and analyse issues and undertake complex research, and to problem solve and exercise judgement on legal matters.
- High level computer literacy, and ability to work independently.

Desirable

- Hold an unrestricted NSW practising certificate.
- Thorough understanding of the University's roles and functions.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)