



## POSITION DESCRIPTION

---

<b>Position:</b>	5264 Manager, Research Legal
<b>Work Area:</b>	Office of Research
<b>Classification:</b>	Level 10
<b>Supervisor:</b>	617 Director, Office of Research

---

### VISION

To become Australia's premier regional university.

### MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

### VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

### OVERVIEW OF OFFICE OF RESEARCH

UniSC is a uniquely successful, regionally focused institution with a growing international profile. We are seeking to make a difference in our region from Moreton Bay to Fraser Coast. UniSC comprises six Schools uniting multiple disciplines including nursing and midwifery, health and behavioural science, sciences, law, social sciences, education, engineering, biomedical science, paramedic science, and tertiary access with over 13,500 students enrolled across a wide range of undergraduate and postgraduate programs.

Office of Research is responsible for the development and maintenance of the University's Research governance frameworks and processes. This includes facilitating reporting to the University Council and its Committees and Federal Government about the management of the University's research. The function of the Office of Research is a core activity, and crucial to UniSC's approach to managing its business to support teaching, research and the administration of the university.

Areas within Office of Research include Research funding, research integrity and ethics, USC research Legal Services, Commercialisation of university output, generating and reporting on university research excellence and impact.



## PRIMARY OBJECTIVES OF THE POSITION

Reflecting the risk environment of the University, the Manager, Research Legal plays a critical role in the management and mitigation of risk exposure by providing advice to the University in the following key areas.

1. Contracts relating to the University's broad range of activities, such as:
  - a. Research collaboration agreements
  - b. Industry research agreements.
  - c. Data sharing.
  - d. Material transfer.
  - e. Student matters.
  - f. Confidentiality agreements.
  - g. Intellectual property agreements and assignments.
  - h. Licence agreements and other commercially negotiated arrangements.

The Manager, Research Legal is responsible for mitigating legal risks and liabilities relating to a range of general legal issues as well as commercial and contractual arrangements and related compliance and policy issues. This can include but is not limited to intellectual property issues as well as privacy related matters (State and Commonwealth privacy frameworks (Privacy Laws) and right to information requests).

## NATURE AND SCOPE OF POSITION

Under the limited direction of the Director, Office of Research the Manager, Research Legal supports the Deputy Vice chancellor – R&I and Vice Chancellor in the provision of a range of legal advice and services to the University as it pertains to research. These services include advising on a range of legal issues, with specific focus on the key areas identified above. The Manager, Research Legal also provides more general advice on commercial and contractual arrangements, industrial relations/employment, research and commercialisation work, grant agreements, intellectual property and related compliance and policy issues.

Overall, the Manager, Research Legal is expected to serve the best interest of the University but is also to comply with the standards of conduct required for members of the legal profession.

## CHALLENGES AND PROBLEM SOLVING

Given the nature of the advisory areas specified above, the Manager, Research Legal must be able to demonstrate analytical and problem-solving skills, supported by:

- a detailed knowledge of the legislative frameworks relating to the advisory areas specified above.
- a sound knowledge of the governance frameworks in a university environment.
- a demonstrated ability to interpret and apply legislation, policies and procedures; and
- the ability to develop policies and procedures and reports.



## DECISION-MAKING

Consistent with the above, the Manager, Research Legal must have well-developed research, analysis, and written communication skills which enables their decision-making abilities within key areas.

- the ability to prepare briefing papers and reports on complex issues;
- the ability to use experience, judgment and initiative to support the advice given; and
- the capacity to work independently with limited supervision.

## INTERPERSONAL RELATIONSHIPS

The Manager, Research Legal is expected to develop a close working relationship with relevant areas across the University, as well as developing productive working relationships with external legal service providers. Demonstrated interpersonal skills that enable the Manager, Research Legal to liaise and negotiate effectively with university staff as well as external stakeholders at all levels are also required. In particular, the Manager, Research Legal must have demonstrated experience of working with, and advising, senior and executive Counsels.

## KEY ACCOUNTABILITIES OF THE POSITION

1. Manage litigation and reputational risks through providing comprehensive legal and due diligence advice on contracts, agreements, and other documents.
2. Lead and facilitate the process of providing timely advice on compliance and policy issues ensuring alignment with relevant governance and frameworks.
3. Lead the contract negotiations process on behalf of UniSC including the development and implementation of contract precedents and templates for use across the university.
4. Lead the development, implementation, and regular revision of relevant training across the university with particular focus on the specific advisory areas.
5. Prepare recommendations on risk, risk management and compliance with UniSC's policies and procedures to enable the relevant stakeholders to make an informed decision on the execution of competitive and commercial contracts.
6. In liaison with relevant UniSC portfolios (including Legal Services, Finance and Risk), ensure expert advice is provided to key stakeholders on commercial matters to minimise risk to the university and enable timely transactions.
7. Subject to appropriate internal approval, accept changes (including high risk changes), to terms and conditions of agreements where required and assist with the preparation of comprehensive and accurate agreement schedules.
8. Review, draft and negotiate a range of competitive and commercial research agreements ensuring the contractual terms and conditions are compliant with university policies and identified requirements.
9. Provide contractual and commercial advice around proposals for new research collaborations such as Centres of Excellence, CRCs and collaborative research centres.
10. Increase business capability of research stakeholders and encourage participation and involvement by assisting individuals working on specific projects by providing professional project specific commercial advice.
11. Significantly contribute to policy development applying legal expertise to mitigate risk and meet compliance requirements within across the university.
12. Project manage the development and implementation of systems and supporting processes which aim to streamline and drive efficiencies within the Office of Research.
13. Lead a team of legal professionals ensuring team outcomes align to UniSC strategic direction whilst also meeting leadership responsibilities relating to team management.



14. Develop and maintain relationships with external funding agencies, business partners, research collaborators and external peer networks to inform and enable best practice in research agreement negotiation and execution.
15. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

#### **KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY**

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Relevant postgraduate law qualification in conjunction with extensive experience as a practicing lawyer, with at least five (5) years at a senior level (including supervision responsibilities within a university or research institution);
2. Demonstrated experience and expertise of advising in the Key Areas.
3. Some level of experience in regard to insurance, litigation and court procedures;
4. Excellent team communication and relationship building skills as well as highly developed written communication skills;
5. Demonstrated ability to work proactively, independently and take ownership to resolve factors that may influence the delivery of service in a timely and accurate manner;
6. Ability to manage multiple tasks effectively within tight timeframes, with a high degree of flexibility in a changing workplace environment whilst still providing exceptional client service;
7. Sound computer literacy and attention to detail while working under pressure.

Additionally, in accordance with the University's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of the University.

***UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.***