

POSITION DESCRIPTION



Research, Innovation and Commercialisation
University Services

Contracts Officer

POSITION NUMBER	0047614
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	Grade/Classification: \$81,588 to \$88,315 (UOM 6)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	<p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Benjamin Dendle Tel +61 3 8344 6643 Email ben.dendle@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

ABOUT THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct, comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Find out more about the University's strategy, 'Growing Esteem' at <http://about.unimelb.edu.au/strategy-and-leadership>

ABOUT UNIVERSITY SERVICES

University Services is the shared services function of the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best.

This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities. RIC helps drive research and its impact at the University. It supports academic staff on grants and with research contracts; develops

and manages commercial partnerships; and provides business development, intellectual property and technology licensing services to the University, among many other initiatives.

RIC provides services in three clusters:

- Research, Innovation and Commercial Engagement supports the development of the research and commercial engagement funding streams, supports academics in strategic engagement with external commercial partners, assesses technologies for IP protection and development, and manages IP and licensing portfolios. The team, particularly those in the business development group, works in collaboration with academic divisions, chancellery and the broader community.
- Major Initiatives, Contracts and Grants (**MICG**) in Research Innovation and Commercialisation (RIC) supports the submission of grant proposals (Idea to Proposal) to a wide range of funders (NHMRC, ARC, MRFF, NIH, etc.). In addition, it offers specialised support for large grants such as ARC Laureates, NHMRC Centres of Research Excellence and Co-operative Research Centres. MICG also supports Chancellery in managing and running internally funded research grants. In post-award (Contract to Output), MICG helps negotiate and sign contracts for research for both grants and non-grants, set up research projects in our research management and financial systems and submits non-financial reports to funders on behalf of our researchers.
- Research Integrity and Ethics provides guidance, education and training and support for ethical research, innovation and commercialisation.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose

The Contracts Officer reports to the Manager, Research Contracts and is responsible for efficiently and effectively facilitating the negotiation and execution of research and other agreements, and managing contracts through to completion.

The Contracts Officer must be able to cultivate productive and collaborative working relationships within the Research Contracts team and with other RIC staff to enable seamless progression of research transactions, and with relevant stakeholders in Chancellery, University Services and Academic Divisions.

Reporting line: Manager, Research Contracts

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task Level: Moderate

Organisational Knowledge: Moderate

Judgement: Good commercial judgment

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

Under the direction of the Manager, Research Contracts, and your direct supervisor, the duties of the Contracts Officer may include, but are not limited to:

- Review, advise on, negotiate and finalise research and commercial engagement agreements, seeking further legal advice or review as necessary;
- Organise approval and signing of research and commercial engagement agreements by appropriate delegates;
- Build strong working relationships with researchers, staff within RIC, Faculty staff and external customers to ensure that RIC is easy to do business with;
- Supervising the work of junior or new Contracts Officers and Assistant Contracts Officers, taking into account skill levels as well as developmental requirements;

- Provide support processing contracts and report status of contracts, to the Manager, Team Leader, or Senior Contracts Officers, as requested; and
- Other duties as deemed appropriate by the Manager or your direct supervisor, as may be relevant to the contracts team or MICG.

Selection Criteria:

- A law degree and/or demonstrated experience and expertise in drafting, negotiating, advising on contracts within a commercial or government environment;
- A good working knowledge of contract law, and commercial contracting with prior experience in commercial law, government, and intellectual property;
- Excellent written and verbal communication skills and high level interpersonal skills with demonstrated ability to work collaboratively and effectively with a diverse range of stakeholders;
- Demonstrated understanding of key risk issues associated with research and commercial contracts and the ability to identify, understand, and clearly articulate the implications of contract terms and risk;
- Ability to apply initiative, judgment and problem solving skills, particularly to issues in commercial contracting;
- Well-developed skills in time management, setting priorities, planning and organising own work and that of others in order to meet deadlines;
- Demonstrated ability to build and maintain positive relationships with people at all levels of the organisation;
- Strong capacity to function as part of a team, including supporting other team members on a project-by-project basis; and
- Commitment to the provision of quality service, with demonstrated ability to provide user friendly, responsive client service.

For information to assist you with compiling short statements to answer the selection criteria, please go to: <https://about.unimelb.edu.au/careers/selection-criteria>

For full position information go to: <http://jobs.unimelb.edu.au/caw/en/listing> and search by the job title or job number.