

SENIOR CONTRACTS OFFICER

DEPARTMENT/UNIT	Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton and Melbourne CBD

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organisational and governance structure is available at www.monash.edu/about/structure.

Monash Sustainable Development Institute (MSDI) is committed to Sustainable Development research, translation and education. MSDI also engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally. Our expanding education focus includes postgraduate courses and PhD supervision alongside capacity development and student leadership activities. To learn more about MSDI please visit our website.

POSITION PURPOSE

The Senior Contracts Officer provides cross-unit specialist support on research and consulting contracts, and related administrative, project, and reporting services, in response to business needs and priorities. This includes obtaining legal advice from the Office of the General Counsel, acting as the liaison between researchers and external parties, as necessary to ensure that research and consultancy related contracts appropriately consider specific academic needs, such as publication and intellectual property rights requirements and that contracts comply with university requirements and the law.

The role will also establish systems and processes to ensure that contractual obligations are captured, monitored and adhered to in supporting project management systems. The incumbent will foster a collaborative working relationship and be responsive to all contract services and matters, by liaising with internal and external stakeholders to ensure effective processing is achieved. This position is required to work autonomously with a variety of internal stakeholders across Monash Sustainable Development Institute, Monash Research Office, Office of General Counsel, Monash Research and Revenue and external stakeholders including clients, funders, collaborating partners, Government departments, and where relevant businesses and individual contractors.

Reporting Line: The position reports to the Finance and Contracts Manager under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide expert advice and support to staff and stakeholders on contract negotiation and management including raising matters with the Office of the General Counsel and Contract Management Office and liaising with contracting parties to ensure that Institute contracts a) appropriately consider specific academic needs, such as publication and intellectual property rights requirements and b) comply with university requirements and the law.
2. Coordinate proposal, contract and other terms and condition reviews to support tender submissions to government, funders and corporates.
3. Develop, implement, maintain and review local proposal and contract management processes in line with University policies and procedures, including establishing and monitoring appropriate service level standards for contract negotiations.
4. Develop and maintain processes and reports to ensure post award management and monitoring of contractual obligations (including use of IP, publication obligations, and logo use, and coordinating timely variations).
5. Contribute to developing, establishing and maintaining effective record management, filing and reporting approaches to support project management workflows.
6. Contribute to a positive culture across the organisation, with a focus on operational efficiency for contracts management and governance.

7. Actively participate in, develop and implement continuous improvement activities relating to practices/protocols, quality assurance standards and customer service excellence, including University-wide initiatives to reduce the time it takes to develop and execute contracts.
8. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication, understand business needs and deliver effective, consistent services.
9. Investigate and resolve operational issues on behalf of the Finance and Contracts Manager.
10. Other duties are required from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - a law degree with subsequent specialist experience, or
 - extensive paralegal experience, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Extensive experience in coordinating and providing contracting services preferably in a University environment
3. Demonstrated analytical and problem solving skills together with strong attention to detail.
4. Highly developed planning and organisational skills, with experience prioritising workload, managing time under pressure
5. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain co-operation from, internal and external stakeholders
6. Exceptional interpersonal and communication skills with the ability to provide expert advice and effectively prepare and present complex information
7. Advanced administrative skills including demonstrated accuracy, ability to draft and prepare a range of documentation and appropriately handle confidential and sensitive information.
8. Sound understanding of the higher education sector and proven ability to strategically engage with internal stakeholders and provide advice across a complex management structure.
9. Demonstrated ability to work as an effective member of a team and to work exercising independence, sound judgment, and initiative

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.