



Position Description

College/Division:	Research and Innovation Portfolio
Faculty/School/Centre:	Research Services Division
Department/Unit:	Research Contracts Office
Position Title:	Senior Research Contracts Officer
Classification:	ANU 6/7 (Administration)
Position No:	TBC
Responsible to:	Research Contracts Team Leader
Number of positions that report to this role:	0
Delegation(s) Assigned:	0

PURPOSE STATEMENT:

The Research and Innovation Portfolio (the Portfolio) is responsible for the University's delivery of high quality research outcomes and impact through industry and business engagement and strategic partnerships with Australian and international agencies, alliances and external partners that will enhance the University's strategic goals. The Portfolio is led by the Deputy Vice Chancellor for Research and Innovation (DVC-RI.)

The Research Contracts Office is part of the Research Services Division and provides expertise in the review and negotiation of research and research related contracts, to ensure projects are well planned and the proposed contractual terms and conditions are acceptable, appropriate and compliant with University policies and requirements.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Senior Research Contracts Officer reports to the Team Leader and will work closely with Research Offices across the University. The Senior Research Contracts Officers are responsible for providing strategic advice and support services including review, drafting and negotiation of research and research related contracts. The Senior Research Contracts Officers will have nominated responsibility for HASS and/or STEMM portfolios but will, as required, work across all areas within the Contracts team to ensure an efficient and effective research contracts service to all Colleges.

The Senior Research Contracts Officers work closely with the University Legal Office, plus with the Strategic Partnerships and Projects (SPP) team and the Technology Transfer Office (TTO) within the Portfolio. They liaise with external stakeholders and with other stakeholders across campus including Directors of Schools, School Managers and Heads of Departments and provide support to a variety of colleagues in the other College and Central Administration functions.

Role Statement:

Under broad direction the Senior Research Contracts Officer will:

1. **Research Contracts 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 College stakeholders on all research contract issues including protecting the University's IP and managing confidential agreements.

2. **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, the University's Legal Office, Technology Transfer Office, Finance and Business Services and other University's Service Divisions.
3. **Post Award Assistance:** assist with the development of cross-function procedures that promote the seamless engagement of the Research Contracts office with other areas of the University in the acceptance of research funding. Negotiate and draft (where relevant) contract variations and assist with contract disputes.
4. **Research Management Reporting:** Assist with the collection and integrity of research management Colleges' data on the University's Research Management System ARIES.
5. **Liaison:** Lead, establish and maintain effective liaison and a high level of quality customer service of the team with researchers, College management, the University and external organisations including International, Commonwealth and State funding agencies, private non-profit organisations and industry. Represent and participate in College and ANU meetings/working groups relating to research contract issues.
6. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Relevant degree with experience in research administration and contracts management; or an equivalent combination of extensive relevant experience and education/training.
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 contract issues.
4. Demonstrated capacity to provide high-level advice on contractual obligations, including an ability to review and negotiate contracts. Experience in the higher education sector with an awareness of intellectual property matters will be highly regarded.
5. Proven organisational skills and the ability to exercise judgement, prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
6. Highly developed computer skills, including proficiency using the Microsoft Office suite and experience with online data management systems. Advanced skills in Excel will be highly regarded.
7. A demonstrated understanding of equal opportunity principles and policies, occupational health and safety 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.

Delegate Signature:		Date:	
Printed Name:		Position:	

References: [Professional Staff Classification Descriptors](#)