

Position Title	Senior Research Contracts Officer		
Organisational Unit	Research Services		
Functional Unit	Office of the Deputy Vice-Chancellor (Research)		
Nominated Supervisor	Manager, Research Contracts		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	MacKillop – North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	10606663
Employment Type	Full-time, Continuing	Date reviewed	June 2019

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)
- Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE OFFICE OF DEPUTY VICE-CHANCELLOR (RESEARCH)

The Research Office, headed by the Deputy Vice-Chancellor (Research), is responsible for the University's research strategy framework, policies, governance, organisational reporting and committees, with research activity undertaken at the local level through the Faculties, Research Institutes and individual staff performance.

The Office of the Deputy Vice-Chancellor (Research) collaborates with the Research Institutes and Faculties in implementing the strategic research direction of the University and provides the financial and administrative framework to support research excellence. This includes supporting researchers in the submission of external grant applications, and through research with industry and other collaborators. The financial and administrative functions aim to foster excellence in research and raise the research profile of the University.

POSITION PURPOSE

The Senior Research Contracts Officer supports the Research Contracts Manager in the management of all aspects of ACU research contracts, including drafting, evaluation, negotiation and execution in order to minimise risk for the University and foster compliance and governance.

The position will, with respect to all contractual matters referred by the Research Contracts Manager, work closely with the Faculties, Institutes, Finance, Office of General Counsel, and Staff in the office of the Deputy Vice-Chancellor, Research and with other units of the University, in addition to external collaborators and project stakeholders.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<ul style="list-style-type: none"> Draft legal clauses and agreements in order to meet the needs of each research project. Review, evaluate, negotiate, and amend existing clauses and agreements for recommendation to researchers. 	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Make Informed Decisions Communicate with Impact 				✓
<ul style="list-style-type: none"> Identify, minimise and remove potential risks to ensure contract conditions are not detrimental to the interest of ACU, and provide advice and solutions at a senior level to the Research Contracts Manager, Office of General Counsel, Faculties, Research Institutes and Finance on financial, commercial, legal, research and grants management matters prior to and after execution of contracts. 	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Make Informed Decisions Apply Commercial Acumen 				✓
<ul style="list-style-type: none"> Ensure agreements are compliant with legal requirements, policies and guidelines, with approved funding applications, with internal and external stakeholders' requirements, and with the University policies, Funding Rules and other requirements to ensure accuracy and efficiency. 	<ul style="list-style-type: none"> Communicate with Impact Know ACU Work Processes and Systems Be Responsible and Accountable for Achieving Excellence 				✓
<ul style="list-style-type: none"> Work closely with Faculties and Research Institutes, academics and Finance in managing contracts including contractual conditions compliance and milestones delivery, and assist with solutions to issues arising from contracts to achieve successful contractual outcomes. 	<ul style="list-style-type: none"> Communicate with Impact Be Responsible and Accountable for Achieving Excellence Coach and Develop 				✓
<ul style="list-style-type: none"> Ensure that signed contracts are communicated to the relevant parties to provide contract visibility, awareness, and interpretation to support implementation; and advise the Research Contracts Manager in the management of disputes. 	<ul style="list-style-type: none"> Communicate with Impact Collaborate Effectively Be Responsible and Accountable for Achieving Excellence 				✓

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<ul style="list-style-type: none"> Oversee and coordinate the maintenance of contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects. 	<ul style="list-style-type: none"> Collaborate Effectively Coach and Develop Know ACU Work Processes and Systems 	✓			
<ul style="list-style-type: none"> Proactively work with the Research Contracts Manager in regular review and evaluation of contract management procedures to support continuous improvement through consultation, bench-marking and involvement with professional networks and development activities. 	<ul style="list-style-type: none"> Communicate with Impact Apply Commercial Acumen Adapt to Lead Change 				✓
<ul style="list-style-type: none"> Maintain quality assurance and quality control procedures to ensure the quality of work and that any reporting performed meets regulatory, contract and University requirements. 	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Know ACU Work Processes and Systems Communicate with Impact 				✓
<ul style="list-style-type: none"> Supervise professional staff as required, contribute to the training of professional and academic staff in relation to research contracts and associated processes and documentation, and attend internal and external meetings, workshops and conferences. 	<ul style="list-style-type: none"> Coach and Develop Communicate with Impact Adapt to and Lead Change 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- This position requires experience and skills in multiple fields; excellent project management, communication and negotiation skills to maximise the benefits to and reputation of ACU.
- Be able to work in a high-volume environment to meet tight deadlines, and under broad directions operating with a high level of autonomy.
- Ability to support internal and external stakeholders to meet relevant requirements.
- The position holder is required to respond to enquiries on daily basis and provide professional recommendations to internal and external stakeholders.

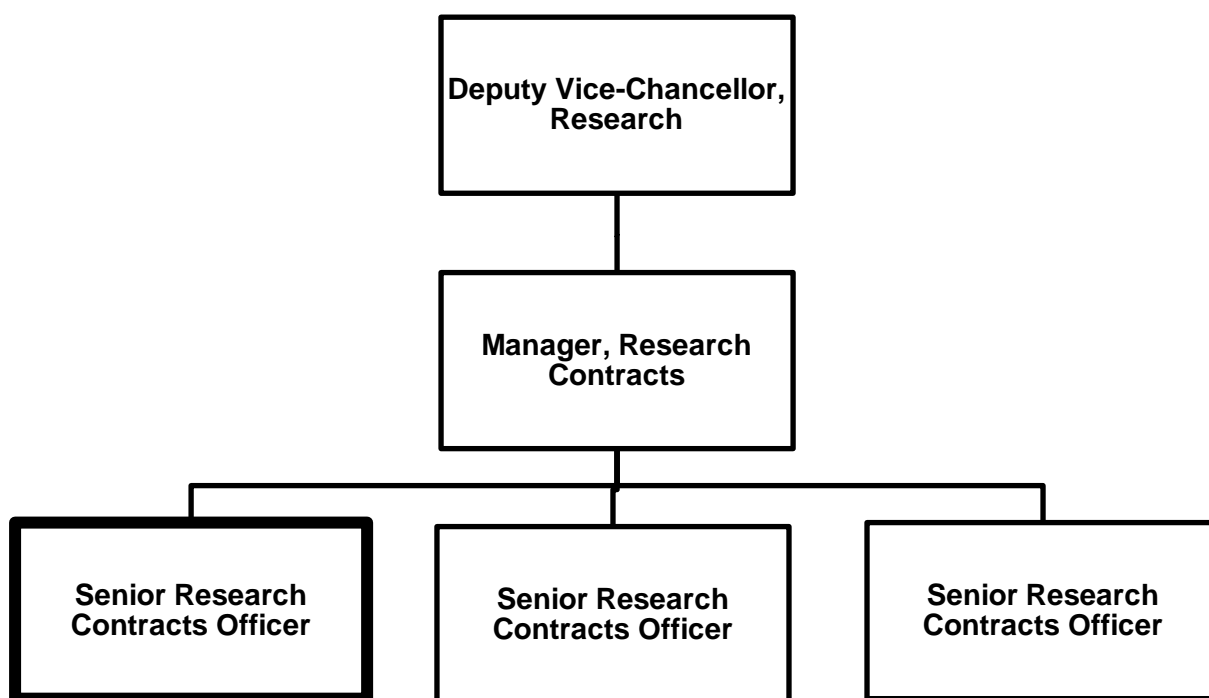
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of support and administrative services.
- The position holder gives advice and recommendations on procedure improvements to the Manager in response to contractual requirements.
- The position holder responds to routine enquiries, referring more complex matters to the nominated supervisor. Procedure manuals and guidelines assist the position holder with routine enquiries.

Communication / Working Relationships

- The position holder will be required to communicate with professionals from other Universities and relevant external organisations to coordinate joint initiatives.
- The position holder communicates internally with staff and clients and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation in association with the services delivered.
- The position holder liaises with internal and external stakeholders including to arrange meetings and to give and receive information for the Manager.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience	
1.	Legally qualified and extensive relevant experience. A current practising certificate is not a requirement.
2.	Demonstrated and extensive experience in drafting and managing contracts, and the ability to correctly interpret rules and guidelines when managing research and grants related agreements.
3.	Demonstrated ability to identify and mitigate risks and manage compliant financial, commercial, legal, research and grants related agreements, including demonstrated strong knowledge and understanding of Intellectual Property law.
Core Competencies (as per the Capability Development Framework)	
4.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
5.	An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the ACU Service Principles .
6.	Demonstrated ability to work independently and collaboratively internally as part of a small team and externally to ACU to achieve team objectives.
7.	Demonstrated ability to communicate with impact and purpose with internal and external stakeholders verbally and in writing including drafting and proofing documents, and negotiating with a range of stakeholders to create positive impact and successful outcomes.
8.	Demonstrated willingness to seek opportunities to learn new skills for continued self-improvement and participate in a culture of learning and improvement.
9.	Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness and manage conflicting deadlines with a high pressure, demanding workload as well as project management with high-level organisational skills.
10.	Demonstrated ability to make informed evidence-based decisions by effectively sourcing and interpreting information to achieve high quality outcomes for the organisation.
Other attributes	
11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.