

Contracts Officer

Position Number: XXXXXX
Position Title: Contracts Officer
Date Written: July 2019

Faculty / Division: Division of Research
School / Unit: Research Grants and Contracts
Position Level: 7

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Values in Action
 Our UNSW Behaviours



Builds
Collaboration



Embraces
Diversity



Displays
Respect



Demonstrates
Excellence



Drives
Innovation

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Research Grants and Contracts (RGC) within the Division of Research contributes to UNSW's research performance and profile via the effective management of the University's research income. RGC is the key link between UNSW researchers, executive and funding agencies such as the NHMRC, ARC, other government and non-government research funders, philanthropic competitive grant funders and industry partners. The RGC teams are a crucial component in the university's ongoing strategy to increase knowledge exchange and towards meeting the S25 aims.

Each year the RGC manages more than 2800 applications and 6000 ongoing projects, supporting more than 2,000 UNSW academics.

This position will manage the review, provide advice and negotiate competitive and contract research agreements. The position works closely with colleagues from the Legal Office, Knowledge Exchange and across the Research Grants and Contracts teams.

The role of Contracts Officer reports to Team Leader Post-Award and has no direct reports.

RESPONSIBILITIES

- Establish, review, negotiate and coordinate the execution of contract and competitive agreements relating to UNSW research activities in a timely and effective manner in accordance with UNSW policies and the requirements of individual partners and sponsors.
- Liaise closely with the Legal Office to obtain advice on legal issues related to non-template contractual arrangements connected with industry related research or competitive grants in order to establish and manage agreements which are consistent with UNSW policies and reflect the specific requirements of researchers and individual sponsors.
- Manage the drafting, review and execution of multi-party agreements required for competitive grants.
- As appropriate engage with the Legal Office and Knowledge Exchange to refer agreements for review and request advice regarding drafting, interpretation and negotiation.
- Make recommendations to the Team Leader and Director, Research Grants and Contracts regarding the suitability of each agreement for execution.
- Respond to requests from Research Grants and Contracts, Legal Office, Knowledge Exchange, researchers and other interested parties for information on various agreements.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university.

SELECTION CRITERIA

- Undergraduate or post-graduate qualification and/or considerable relevant experience in a position responsible for drafting, reviewing, negotiating, executing and managing a large volume of research and research related agreements involving an industry partner and competitive grants, preferably in the higher education sector.
- Proven experience and ability to identify complex legal contractual issues, negotiate and influence research related contractual matters with internal and external stakeholders.
- Demonstrated experience in managing relationships with researchers, external partners, government agencies, industry clients and multilateral agencies.
- Demonstrated skills in interpreting and commenting on research policy, rules and regulations and initiating changes to policy where required.

- Outstanding written and oral communication, negotiation and consultation skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.
- Demonstrated highly developed project management capabilities with evidence of high level analytical, prioritisation and time management skills.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.