



POSITION DESCRIPTION

POSITION TITLE	Research Contracts Officer
POSITION NUMBER	00052742
POSITION LEVEL	HEW Level 8
GROUP	Deputy Vice Chancellor (Research)
ELEMENT	Office for Research
EMPLOYMENT TYPE	Full-Time
EFFECTIVE DATE	October 2019

THE GROUP

The Office of the Deputy Vice Chancellor (Research) works closely with the Vice Chancellor in guiding the University to achieve its strategic objectives as outlined in the University's Strategic Plan.

The DVC (Research) has complete oversight of the University's Research Plan, to *continuously improve our research performance and through our research, deliver social dividends*, as well as leading the University in its ongoing mission to continue its operation as a sustainable university, along with being the Head of the Gold Coast campus.

The following organisational units also come under the DVC (Research) portfolio:

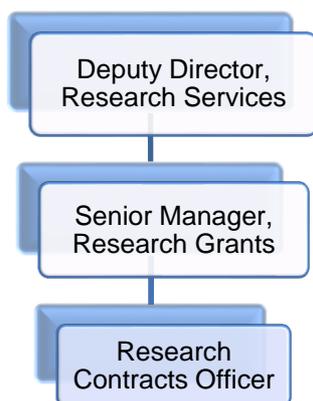
- Griffith Enterprise
- Griffith Graduate Research School
- Office for Research
- Institute for Glycomics

THE ELEMENT

The Office for Research is Griffith University's provider of research services, research quality development and support. The Office for Research delivers professional research support services with functions spanning grants and contracts, research development, ethics and integrity, policy, performance and reporting. The Office for Research staff work closely with academic colleagues and senior managers to address strategic priorities in research across the University.

The Research Grants Team provides high quality support to all Griffith Academic Groups and University Institutes, Centres and academic elements relating to the management of research grant applications, contracts for successful grants, establishment of grant accounts and post award management of grants.

REPORTING RELATIONSHIPS



POSITION OBJECTIVES

The position oversees the processing of legal agreements for research grants and ensures that they are completed as quickly as possible whilst ensuring the University's exposure to risk is managed appropriately. The position is responsible for providing advice to members of the Research Grants team, as well as personally processing a significant proportion of the contracts workload. A key part of the role is the negotiation of contract provisions with collaborating partners both from industry and external research institutions, while ensuring that affected researchers are aware of, and understand contract implications. This is a key role in supporting the office's responsibilities for securing external funding for Griffith University research, maintaining good client relations with Griffith's academic community, and ensuring that the University maintains a good reputation for effective grant management and administration. The position will manage a higher proportion of complex contracts than would be required of other Research Grants staff, and is required to liaise regularly with Legal Services.

The position is based at the Nathan campus but may be required to travel to other campuses.

KEY ACCOUNTABILITIES

- Oversee the contracts function in the Research Grants Team including, quality control of contracts processing, provision of advice to, and training of, Research Grants Officers regarding contracts processing, and establishing systems and procedures for the processing of contracts.
- Negotiate research grant contracts and variations to contracts, especially for more complex contracts, on behalf of the University, including liaison with granting agencies, partner research organisations, industry partners and researchers. Ensure that the University can meet its contractual responsibilities relating to research grants and that its exposure to risk is minimized by ensuring that contract provisions are consistent with the University's policies, standards, and approach to risk management.
- Liaise with other administrative areas of the University, in particular Legal Services and Finance, to ensure the efficient and effective negotiation and administration of research grants contracts.
- Provide advice and recommendations to the University's delegated authorities for the signing of contracts and Legal Services on issues associated with individual research grant contracts.
- In consultation with Legal Services, develop, co-ordinate and facilitate research grant contract training programs and seminars for academic and general staff.
- Perform other duties as required by the Senior Manager, Research Grants and Deputy Director and Director, Office for Research.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.

- Support fair, ethical and professional work practices in accordance with the University Code of Conduct.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

SELECTION CRITERIA

Essential:

- Completion of a relevant degree with subsequent relevant work experience or extensive experience in a related field.
- Experience in contract negotiation and administration.
- Good knowledge of intellectual property provisions.
- Excellent coordination, project management and time management skills.
- Well-developed communication and interpersonal skills with the ability to influence both internal and external stakeholders as well as negotiate and liaise with staff at all levels.
- An analytical approach to problem solving.
- Ability to analyse legal documents and provide feedback to administrative, legal and academic staff on risks and intellectual property.
- Ability to operate both independently and under direction in a complex and changeable decision-making environment, and to seek continuous improvement.
- Familiarity with Microsoft Office and computerised databases.

Desirable:

- Legal qualifications or previous extensive contracts experience.
- Experience in research grant administration or other research-related support activities.

BENEFITS AND CONDITIONS

The following links provide access to information regarding the range of benefits enjoyed by Griffith staff and also key information regarding employment conditions.

BENEFITS	CONDITIONS
<ul style="list-style-type: none"> • Education Assistance for Academic staff • Education Assistance for General staff • Health plan • Salary Packaging • Superannuation 	<ul style="list-style-type: none"> • Code of Conduct • Academic Staff Enterprise Agreement • General Staff Enterprise Agreement • Fairwork Australia Information Statement

Griffith is committed to diversity and inclusion for people from all backgrounds and identities and committed to the recognition, values and contribution of the First People of this nation.

Griffith offers professional development opportunities to support employees in their career progression and offers an excellent working environment that supports flexible working arrangements.

For more benefits and conditions information please refer to the web link below:
[Griffith University | Pay, conditions and benefits > Employment](#)