



Position Description – Coordinator, Research Contracts

Position Details

Position Title:	Coordinator, Research Contracts
College/Portfolio:	Research & Innovation Portfolio
School/Group:	Research Strategy and Services
Campus Location:	Based at the City campus, however, may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

Research and Innovation Portfolio

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

Research Strategy and Services

Research Strategy and Services supports researchers to achieve excellent research outcomes. Research Strategy and Services supports strategy development and implementation and continuous improvement in services, systems and processes. The team provides expertise and services in grants and research contracts; research integrity, ethics and governance; and data analytics and reporting.

Position Summary

The Coordinator, Research Contracts plays a key role in the development, review and approval of research related contracts and agreements entered into by RMIT University. These contracts are for matters that include research undertaken by the University following a competitive grant process or via commercial negotiation. In addition to reviewing and critiquing draft research agreements and related documents, the position monitors and recommends improvements to the Research Contracts Team's business processes, manages internal communications on the contracts function and oversees data integrity matters.

Reporting Line

Reports to: Manager, Research Contracts

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Under the guidance of senior team members, review, draft and negotiate a range of competitive and commercial research agreements ensuring the contractual terms and conditions are compliant with University policies and identified requirements.
- Subject to appropriate internal approval, accept low risk changes to terms and conditions of agreements where required, and assist with the preparation of comprehensive and accurate agreement schedules.
- Obtain and communicate expert commercial, financial and legal advice on commercial matters to key stakeholders to minimise risks to the University and enable timely transactions.
- Liaise with key internal stakeholders including Legal Services, Financial Services and Research Partnerships and Translations, to enable efficient and streamlined contract management processes
- Liaise with external funding agencies, business partners, research collaborators and external peer networks to inform and enable best practice in research agreement negotiation and execution.
- With the oversight of senior team members, prepare recommendations on risk, risk management and compliance with RMIT's policies and procedures to enable the R&I delegate to make an informed decision on the execution of competitive and commercial contracts.
- Participate in post award contract management, in particular, drafting variations and novations.
- In consultation with stakeholders, monitor, review and recommend changes to contracting processes and workflows and contribute to the implementation of initiatives directed towards streamlined, efficient and best practice service delivery.
- Maintain accurate records and processes to enable the effective functioning of the RMIT Research Contracts Portal and provide reports on activity as required.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

Key Selection Criteria

1. Substantial experience in an administrative and/or advisory role, preferably within the higher education sector or an equivalent environment.
2. Ability to review and critique a wide range of draft funding and general commercial agreements, and to provide clear, concise feedback and advice to stakeholders.
3. Demonstrated ability to work systematically and simultaneously on multiple projects with different levels of priority and complexity, whilst meeting deadlines in a timely manner.
4. Proven ability to pay close attention to detail and produce work that is of a high quality and accuracy.
5. Demonstrated ability to use initiative, judgement and problem-solving skills in order to provide creative and practical solutions to problems.
6. Excellent communication skills, in particular the ability to advise, influence and negotiate effectively and sensitively with staff from a range of workplace settings to build relationships and facilitate the desired action.
7. A proven track record in providing high quality, customer focussed service.
8. Demonstrated high level of computer literacy including an understanding of available information communication technologies and how to apply these innovatively to work situations.
9. Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework.

Qualifications

A relevant tertiary qualification or equivalent combination of qualifications and relevant work experience.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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