

Position Description – Senior Research Contracts Officer

Updated 01/10/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Development and Support (RDS)
Supervisor (Title)	Chief Research Development Officer
Classification	Higher Education Officer level 7
Employment Type	Continuing, full-time

POSITION SUMMARY
Under broad direction, the Senior Research Contracts Officer is responsible for providing research contract administration and management services to Flinders University researchers. This includes working closely with researchers in the preparation, review, and negotiation of various types of complex and strategic research contracts; research project variations; confidentiality agreements for research purposes and IP sharing with external parties; memorandum of understanding with industry or other research institutions; material transfer agreements, multi-institutional agreements and subcontracting arrangements with government, industry, and other research institutions. This position is a key liaison between the Flinders University Governance, Legal and Risk Division, Research Development and Support and researchers and will be a point of contact for general contracting support, construction of research project agreements to aid in Flinders' strategic objectives, stakeholder relationship management, contract administration advice and education and support for researchers and other members of the Research Contracts team. In addition, the Senior Research Contracts Officer is responsible for assisting with the mentoring and development of other members of the Research Contracts team.

UNIVERSITY EXPECTATIONS AND VALUES
All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to: - demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence - demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. - contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; - promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; - perform their responsibilities in a manner which reflects and responds to continuous improvement; and - familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.</i>

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Agenda 2035

KEY POSITION RESPONSIBILITIES

The Senior Research Contracts Officer is accountable for:

1. Supporting the Flinders research community in the administration and processing of research contracts and agreements for externally sponsored projects, funded/unfunded, and providing expertise, customer service and timely advice.
2. Reviewing and negotiating the terms and conditions of research related agreements with industry, government, and other research institutions (including but not limited to sponsored research agreements, clinical trial agreements, non-disclosure agreements, memoranda of understanding, material transfer agreements, multi-institution agreements and subcontracts and variations).
3. Preparing and negotiating the terms and conditions of student or status holder Intellectual Property agreements.
4. Reviewing and providing advice to researchers on contractual obligations, special conditions or restrictions, or programmatic and other deliverables required by specific funding schemes. This may include cost-sharing obligations in multiparty research projects, statutory reporting requirements, and additional approvals or compliance requirements (e.g., ethics or defense export control permits).
5. Allocating and prioritising research related to contracts and other legal instruments to the Research Contracts Officers in consultation with the Manager, Research Contracts and the Chief Research Development Officer.
6. Working with the members of the Research Development and Support team, to identify, define and resolve issues related to sponsored project contracting activities in accordance with Commonwealth or State government or other funding bodies, institutional policies, and regulations.
7. Developing and presenting training sessions related to research contracting, administrative requirements of researchers (e.g., Certification forms), and contract negotiation for researchers and other professional staff.
8. Utilising and maintaining systems and procedures related to the processing of contracts and agreements and proactively contributing to the development of internal processes and service delivery standards in relation to research contracts.
9. Where necessary, liaising with the Governance, Legal and Risk team to review and amend contracts presented to the University from third parties and engaging Legal Services and Risk and Assurance to provide complex specialist level advice as needed.
10. Assisting with supervisory responsibilities, including developing and mentoring members of the Research Contracts team, and providing backfill for management where required.
11. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of relevant degree with subsequent relevant work experience or significant experience and specialist expertise in research contract administration.
- Demonstrated experience in the management and administration of complex and strategic research contracts, including drafting, negotiating, reviewing, relationship management, and administration of research contracts and other related documents in a complex environment.
- Demonstrated significant experience and ability to negotiate strong business outcomes with stakeholders including the Commonwealth Government, Industry Partners and other research institutions to protect the interest of Flinders University research.
- Excellent time management skills and demonstrated ability to prioritise tasks for a team of professionals to meet tight deadlines.
- Demonstrated well developed to high level verbal and written communication skills including high level attention to detail.
- Demonstrated ability to identify and implement innovative process improvements in contract administration and management.
- Ability to mentor, coach and develop professional staff.
- Demonstrated ability to work independently and as part of a team. exercise initiative and judgment in interpreting and applying a range of policies and procedures and working with a broad range of stakeholders, such as academic and professional staff.
- High level of proficiency in Microsoft Office software, document/record management systems and a relevant research management system.
- Experience in the research sector (or similar) is desirable.
- Contemporary knowledge of compliance requirements for major grant funding schemes including ARC and NHMRC (desirable).
- General to broad understanding of risk management principles (desirable).