

Position Description – Research Contracts Officer

Updated 22 October 2025

POSITION DETAILS

Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Research Development and Support
Supervisor (Title)	Senior Research Contracts Officer
Classification	Higher Education Officer Level 6
Employment Type	Continuing, full-time

POSITION SUMMARY

Under general to broad direction, the Research Contracts Officer is responsible for providing research contract administration and management services to the Flinders University researchers. This includes working closely with researchers in the preparation, review, and negotiation of various types of standard form research contracts: research project variations, confidentiality agreements for research purposes and IP sharing with external parties; memoranda of understanding with industry or other research institutions, material transfer agreements and subcontracting arrangements with government, industry, and other research institutions.

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, Excellence, and the underlying ethos of being Student Centred;
- 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 *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

The Research Contracts Officer is responsible for:

1. Providing valued support to the Flinders research community in the administration and processing of 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 (e.g., ethics or defence export control permits).
5. Working with the other 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.
6. 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.
7. Engaging Legal Services and Risk and Assurance to provide complex specialist level advice as necessary.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of tertiary qualifications with subsequent relevant experience or significant experience and specialist expertise in research contract administration.
- Demonstrated expertise in research contract management and administration, including drafting, negotiating, reviewing and administration of research contracts and other related documents in a complex environment.
- Significant ability to negotiate strong business outcomes with significant stakeholders including the Commonwealth Government, Industry Partners, and other research institutions to protect the interests of Flinders University research.
- Contemporary knowledge of compliance requirements for major grant funding schemes including ARC and NHMRC.
- Excellent time management skills and demonstrated ability to prioritise tasks for a team of professionals to meet tight deadlines.
- Well-developed to high level of attention to detail.
- 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 work with a broad range of stakeholders, such as academic and professional staff.
- High level verbal and written communication skills.
- High level of proficiency in Microsoft Office software, including Microsoft Excel, document/record management systems and a relevant research management system.
- Experience in the research sector (or similar) is desirable.
- General to broad understanding of risk management principles is desirable.