

Project Initiation Contract Manager

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Company: University Of Adelaide

Location: South Australia

Category: other-general

Job Opportunities Project Initiation Contract Manager Job no: 513727

Work type: Continuing - Full-time

Campus: Adelaide Technical, Laboratory and Research Support, Administration, HEO6 (HEO6) \$86,360 - \$93,285 per annum plus an employer contribution of 17% superannuation applies.

1x Continuing position 1x Fixed term contract till December 2025 Full time positions Research Services provides professional staff support services to the University's Research community in relation to competitive research funding/grant opportunities, research grant administration, applications and awards, research ethics, compliance and integrity management, research contract management and research related reporting and collections and general and strategic advice to researchers and research leaders.

The Project Initiation Contract Manager plays a crucial role in facilitating the commencement of research and associated projects. Key responsibilities include reviewing and executing standard template agreements, collaborating with research legal on minor agreement adjustments, and ensuring adherence to University of Adelaide's (UoA) policies. Moreover, the role involves confirming that all pre-commencement project requirements are fulfilled. The Project Initiation Contract Manager also maintains corporate records and prepares documentation for the Research Services Post-Award team regarding project initiation activities.

In addition to administrative duties, the Project Initiation Contract Manager cultivates strong relationships between internal stakeholders and external organisations. They contribute to

enhancing awareness of university compliance standards and contracting procedures within the university's research community.

To be successful you will need:

Demonstrated experience in research administration and facilitating project commencement and routine contracting processes preferably within a research context Demonstrated capacity to evaluate and interpret complex rules, policies and procedures.

Demonstrated high-level knowledge of standard office computer software, internet and database packages, and the ability to adapt quickly to changing IT environments.

Demonstrated track record in organising administrative activities, managing a high volume individual tasks, and meeting deadlines.

Customer focussed mindset and the ability to build relationships for long term collaboration with demonstrated negotiation and engagement skills Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations.

Desirable:

Sound understanding of university research management and university funding systems

Qualifications:

Degree qualification(s) in an appropriate field with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.

Enjoy an outstanding career environment The University of Adelaide is a uniquely rewarding workplace. The size, breadth and quality of our education and research programs - including significant industry, government and community collaborations - offers you a vast scope and opportunity for a long, fulfilling career.

It also enables us to attract high-calibre people in all facets of our operations, ensuring you will be surrounded by talented colleagues, many world-leading. Our work's cutting-edge nature - not just in your own area, but across virtually the full spectrum of human endeavour - provides a constant source of inspiration.

Our culture is one that welcomes all and embraces diversity consistent with our Staff Values and Behaviour Framework and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff.

We embrace flexibility as a key principle to allow our people to manage the changing demands of work, personal and family life.

In addition, we offer a wide range of attractive staff benefits. These include: salary packaging; flexible work arrangements; high-quality professional development programs and activities; and an on-campus health clinic, gym and other fitness facilities.

Learn more at: adelaide.edu.au/jobs

Your division's broader role The Division of Research and Innovation leads the University's research strategic planning. It manages research, partnerships, prioritises investment in strategic initiatives, and responds to changes in the external environment.

Learn more at: adelaide.edu.au/research/about-us/

How to Apply Click on the 'Apply Now' button to be taken through to the online application form. Please ensure you submit a cover letter, resume, and upload a document that includes your responses to all of the selection criteria for the position as contained in the position or selection criteria document.

Applications close 11:55pm, Sunday 28th April 2024, 11:55pm

The University reserves the right to close this advertisement before the closing date if a suitable candidate is identified.

For further information

For a confidential discussion regarding this position, contact:

Tim Kleinig

Manager, Contract Management

E: tim.kleinig@adelaide.edu.au

The University of Adelaide is an Equal Employment Opportunity employer committed to providing a working environment that embraces and values diversity and inclusion.

Female applicants, people with a disability and/or and Aboriginal and Torres Strait Islander people who meet the requirements of this position are strongly encouraged to apply. If you have any support or access requirements, we encourage you to advise us at time of application.

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