

Position Title	Commercial Research Support Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Griffith Enterprise
Classification	HEW 5
Position Number	new
Reports To	Associate Director, Commercial Research
Employment Type	Casual

1.0 Position Purpose

The Commercial Research Support Officer supports the Associate Director and the Senior Commercial Research Officers with activities relevant to the University's Consultancy and Commercial Research Procedure (CCR).

The Commercial Research Support Officer will offer support and assistance to the Commercial Research team when liaising with academic and general staff and facilitating administrative aspects of the CCR project process. The role also includes administrative processing including tender preparation and support, and the requirement to upload and update Griffith University systems as directed.

2.0 Eligibility Requirements

- A degree or the undertaking of a degree, or an equivalent alternative combination of relevant knowledge, training and/or experience in contracts administration role.

3.0 Key Responsibilities

- Assist Griffith Enterprise staff who are responsible for the contractual review process and the negotiation and processing of project contracts through to execution stage. This may include collating, drafting and preparing supporting and primary project documentation, project management activities, and other administrative tasks as directed.
- Assist with the triage of project matters awaiting allocation to assess requirements for legal and administrative review in accordance with university policy and procedures, and with guidance or instruction from relevant senior staff.
- Liaise with relevant internal and external stakeholders, including academic project leaders, other University professional offices, and external clients and advisors to facilitate conclusion of project agreements.
- Prepare, in conjunction with relevant staff, material in support of tender and proposal submissions to local, state and federal government departments as well as industry organisations.

- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).