

Position Title	Research Contracts Support Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	HEW 6
Position Number	00063736
Reports To	Research Contracts Manager
Employment Type	Fixed Term

1.0 Position Purpose

The position will contribute to the Research Grants Team by processing research grant agreements and Health and Hospital Service agreements. This is a key role in supporting the office's responsibilities for securing external funding for Griffith University research, maintaining good client relations with Griffith's academic community, and ensuring that the University maintains a good reputation for effective grant management and administration.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications and subsequent relevant experience, or an equivalent combination of relevant skills, knowledge and experience.
- Experience in contract administration in a University or higher education institution is desirable.

3.0 Key Responsibilities

- Coordinate and support the negotiation of research grant contracts, with a focus on Health and Hospital Service agreements, escalating complex or sensitive matters to the Research Contracts Manager for advice as required. This includes liaison with external granting agencies, regional Health and Hospital offices, partner research organisations, industry partners and researchers.
- Support the Universities compliance with contractual obligations by ensuring contract provisions align with established policies, standards, risk management frameworks.
- Liaise with other administrative areas of the University, in particular Research Ethics, Legal Services, Insurance and Finance, to support the efficient and effective negotiation and administration of research grants contracts.

- Advise on conflicts with university policy or procedural complexities and provide recommendations to the University's delegated authorities to support agreement execution.
- Facilitate process improvements to enhance team efficiency, including maintaining accurate records, developing and updating procedures, and leveraging systems and tools to support reporting and decision-making.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Follow the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

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](#).