

Position Title	Senior Commercial Research Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	HEW 8
Position Number	00060240
Reports To	Associate Director, Commercial Research
Employment Type	Continuing

1.0 Position Purpose

The Senior Commercial Research Officer supports the relevant staff, academic and general staff to develop high quality and complex submission documentation for projects developed under the University's Consultancy and Commercial Research policy (CCR) and Intellectual Property policy (IP policy). The Senior Commercial Research Officer liaises with government and industry clients, develops and maintains relationships with academic and general staff and facilitates all governance aspects of the project process, especially contract negotiation and execution. The role also incorporates paralegal review of project agreements and other contractual documentation as directed.

2.0 Eligibility Requirements

- A degree and relevant experience, or an equivalent alternative combination of relevant knowledge, training and/or extensive experience in contract review, negotiation and management.

3.0 Key Responsibilities

- Assist University staff by attending to the contractual review process, the negotiation and processing of project contracts through to execution stage, including collating, drafting and preparing supporting and primary project documentation, project management and providing policy and procedural advice.
- Triage of project contracts 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, the University's Legal Services Unit, University Insurance and ethics staff, and external clients and advisors to facilitate conclusion of project agreements.

- Prepare, in conjunction with relevant staff, complex material in support of tender and proposal submissions to local, state and federal government departments as well as industry organisations.
- Provide subject matter expertise or policy advice across a range of programs or activities undertaken by the element.
- Contribute to the improvement of the business processes of the Office for Research, and of the University and its elements, to effectively support commercial research activities.
- 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.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of 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](#).