

POSITION DESCRIPTION

Position Title	Senior Research Contracts Officer		
Organisational Unit	Research and Enterprise Contracts		
Functional Unit	Research and Enterprise Contracts		
Nominated Supervisor	Research & Enterprise Contracts Manager		
Classification	HEW 8		
CDF Level	HEW 8 CDF1	Position Number	10613375
Attendance Type	Full Time	Date reviewed	17-APR-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Deputy Vice-Chancellor - Catholic Mission
- Provost and Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Corporate)
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)

ABOUT RESEARCH OPERATIONS

Research Operations collaborates with the faculties in implementing the University's research strategy. It takes responsibility for the submission of external grant applications, post-award management of grant income, research contracts, research integrity, research ethics and research compliance; it provides research training workshops, including training for research higher degree supervisors.

ABOUT THE DEPUTY VICE-CHANCELLOR, RESEARCH AND ENTERPRISE

The Deputy Vice-Chancellor, Research and Enterprise is responsible for leading the University's Research and Enterprise portfolio, to achieve sustainable excellence in the development of future research capability, effective infrastructure and systems, fundamental research, the translation of research, and the application of research. The Office of the Deputy Vice-Chancellor, Research and Enterprise incorporates Research Operations, Research Industry, Innovation and Translation, and Higher Degree Research, and works collaboratively within and across the University to drive the delivery of the Research and Enterprise plan - developing industry collaborations and commercialisation opportunities, delivering impactful, mission-based research to ACU's communities and stakeholders, managing policies, governance and finance, and undertaking analysis of research performance both domestically and internationally.

POSITION PURPOSE

The Senior Research Contracts Officer supports the Deputy Vice Chancellor (DVC) Research and Enterprise in the management of all aspects of ACU research and enterprise contracts, including drafting, evaluation, negotiation and execution in order to minimise risk for the University and foster compliance and governance. The position will, with respect to all contractual matters referred by the DVC Research and Enterprise, work closely with the Faculties, Institutes, Finance, Office of General Counsel and Staff in the Office of the DVC Research & Enterprise and with other units of the University, in addition to external collaborators and project stakeholders.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)

- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Draft legal clauses and agreements in order to meet the needs of each research or commercial project. Review, evaluate, negotiate, and amend existing clauses and agreements for recommendation to researchers.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Identify, minimise and remove potential risks to ensure contract conditions are not detrimental to the interest of ACU, and provide advice and solutions at a senior level to the Research & Enterprise Contracts Manager, Office of General Counsel, Faculties, Research Institutes and Finance on financial, commercial, legal, research and grants management matters prior to and after execution of contracts.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Ensure agreements are compliant with legal requirements, policies and guidelines, with approved funding applications, with internal and external stakeholders' requirements, and with the University policies, Funding Rules and other requirements to ensure accuracy and efficiency.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Work closely with Faculties and Research Institutes, academics and Finance in managing contracts including contractual conditions compliance and milestones delivery, and assist with solutions to issues arising from contracts to achieve successful contractual outcomes.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Ensure that signed contracts are communicated to the relevant parties to provide contract visibility, awareness, and interpretation to support implementation; and advise the Research & Enterprise Contracts Manager in the management of disputes.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Oversee and coordinate the maintenance of contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Proactively work with the Research & Enterprise Contracts Manager in regular review and evaluation of contract management procedures to support continuous improvement through consultation, bench-marking and involvement with professional networks and development activities.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

Responsibility	Scope
Maintain quality assurance and quality control procedures to ensure the quality of work and that any reporting performed meets regulatory, contract and University requirements.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Supervise professional staff as required, contribute to the training of professional and academic staff in relation to research and enterprise contracts and associated processes and documentation, and attend internal and external meetings, workshops and conferences.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

HOW THE ROLE OPERATES

The position seeks commercial opportunities to improve core business to help ACU meet organisational objectives.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position seeks and creates business opportunities for the organisation by liaising with a range of external stakeholders.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Legally qualified or extensive relevant experience. A current practising certificate is not a requirement. • Experience - Demonstrated and extensive experience in drafting and managing contracts, and the ability to correctly interpret rules and guidelines when managing research and grants related agreements. • Skill - Demonstrated ability to identify and mitigate risks and manage compliant financial, commercial, legal, research and grants related agreements, including demonstrated strong knowledge and understanding of Intellectual Property law. • Experience - Demonstrated ability to work independently and collaboratively internally as part of a small team and externally to ACU to achieve team objectives. • Skill - Demonstrated willingness to seek opportunities to learn new skills for continued self-improvement and participate in a culture of learning and improvement. • Experience - Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness and manage conflicting deadlines with a high pressure, demanding workload as well as project management with high-level organisational skills. • Experience - Demonstrated ability to make informed
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	<p>evidence-based decisions by effectively sourcing and interpreting information to achieve high quality outcomes for the organisation.</p> <ul style="list-style-type: none"> • Experience - Desirable: Reviewing and providing strategic advice on government and industry tender documents within a research environment, including assessment of funding guidelines, contractual obligations, compliance requirements, risk management, and alignment with organisational research priorities
Core Competencies:	<ul style="list-style-type: none"> • Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
Essential Attributes:	<p>Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.</p>
Working with Children and vulnerable adults check	<p>This role does not require a Working with Children Check.</p>
Pre-employment declaration and background check	<p>Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.</p>

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

