# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Contract Manager |
| Tenure | Specified Term of 16 months (full-time) |
| Salary Range | AU$93,267 - AU$105,517 per annum  plus up to 15.4% superannuation |
| Location(s) | Adelaide, Brisbane, Canberra, Hobart, Melbourne, Newcastle and Sydney preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | All candidates |
| Position reports to the | Team Leader, Commercial Contracts |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | John Moore via email: john.moore@csiro.au |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

## CSIRO links world-class scientific developments with industry, and can help take research from the laboratory to the market, creating real-world economic, environmental and society-wide value. CSIRO’s Commercial Contracts team work closely with Business Development, Legal and Intellectual Property teams to assist staff with their research-related contracting needs. Our network of Contract Managers across Australia support staff with every aspect of the commercial contract lifecycle.

Contract Managers are responsible for the preparation and negotiation of lower risk research / IP related contract terms, and providing advice to staff on appropriate contracting pathways, agreement selection and other matters (e.g. key transaction risks, risk mitigation).

### Duties and Key Result Areas

Each Contract Manager will be involved in the following operational activities:

**Matter management**

* Perform ‘triage’ role for research contracting matters, i.e. act as first point of contact for research staff and external clients to determine appropriate review process.
* Track progress of relevant matters at contract preparation/negotiation stage and maintain related entries in CSIRO’s internal matter management system to facilitate accurate unsecured revenue reporting to the CSIRO Board and prioritisation of matters.

**Contract preparation, negotiation and support**

* Review, draft and negotiate a variety of standard and non-standard research related agreements, including Funding, Consulting Services, Testing, Research, Grants, Sub-contracts, Data Licence, Confidentiality, Copyright, Material Transfer, Student and Visitor Agreements and variations to same.
* Provide advice to research staff on appropriate contracting pathways, agreement selection and other lower-complexity contract matters. Enlist CSIRO Legal / Business Development / IP input to decision as required.
* Provide input to appropriate contract approval documentation for approval by delegate(s) and arrange execution of agreements, distribution to relevant parties etc.
* Collate and forward signed contracts and other relevant contract documentation to Contract Support Officers to initiate entry into / update of CSIRO systems (SAP, Content Manager, Microsoft Dynamics).
* Liaise with Research, Finance, Business Development, Legal, and IP staff to promote and facilitate a smooth end-to-end contracting process.

**Other**

* Assist with ad hoc training of business unit staff (where required) in contract processes and systems.
* Build a working knowledge of relevant CSIRO Policies and bring any identified non-compliance issues to the attention of relevant staff.
* Set up ad hoc reports for internal clients as required.
* Assist other Contract Managers within the team in times of high workload, as required.
* Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team, and business unit to carry out tasks in support of CSIRO’s strategic objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.
* Key responsibilities and duties may be subject to change from time to time.

## **Selection Criteria**

**Pre-Requisites**

1. **Education/Qualifications:** Tertiary Legal qualificationsor relevant experience in the drafting and amendment of contract terms and conditions.
2. **Behaviours:** A history of professional and respectful behaviours, with a proactive, collaborative, and inclusive working style, and a willingness/ability to cooperate with others to achieve goals.
3. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities

#### Essential

*Under CSIRO policy only those who meet all pre-requisites (above) and essential criteria can be appointed.*

1. Excellent interpersonal, written and oral communication skills, including an ability to clearly communicate contractual issues and risks to relevant personnel.
2. Demonstrated high level analytical skills and attention to detail.
3. Demonstrated ability to effectively identify and solve problems and make sound judgements.
4. Demonstrated high level organisational skills with an ability to manage a high volume of work and constantly changing priorities.

**Desirable**

1. Demonstrated experience managing contracts in the mining/resources industries.
2. Science qualifications or experience in a research environment.

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted