

# Business Manager, Industry Research

Academic Division



the university  
for the real world

## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About Research and Innovation

QUT has experienced the strongest, sustained research growth of any university in the sector over the last ten years. The scale and complexity of research at QUT has reached a level that requires enhanced processes and resources to support the University's research community in meeting its aspirations and compliance obligations.

The Portfolio of R&I provides high quality support and training and conducts compliance and reporting across a range of obligations at an organisational level in an environment of dynamic growth in cross institutional collaborations.

The Portfolio is currently comprised of five units including (but not limited to):

**Office of Research Services (ORS)** provides high quality support and assistance to QUT staff, students, collaborators and partners to identify, attract and manage funding from competitive, commercial, programmatic and consultancy sources. The Office also manages the university's research management platforms and coordinates internal and external research reporting.

**Office of Research Ethics and Integrity (OREI)** assists researchers in seeking ethical approval and governance of all human, animal and biological related research and in meeting statutory and research integrity obligations. OREI arranges research integrity, ethics and biosafety training.

**Office of eResearch** capitalises on digital disruption to deliver high-impact, transdisciplinary research. The Office works in partnership with researchers and end users to develop technological solutions that solve real-world problems by understanding the research question, bringing clarity to the technical and socio-technical challenges and applying leading-edge technology to develop solutions that meet the needs of QUT's stakeholders.

## Office of the Pro Vice-Chancellor (Graduate Research and Development)

- **Graduate Research Centre (GRC)** provides support and advice to higher degree research (HDR) candidates and supervisors across the HDR lifecycle including admissions and enrolment, award and administration of scholarships, candidature management and thesis examination.
- **Graduate Research Education and Development (GRE+D)** supports learning and skills development for all research students and their supervisors, thereby preparing industry and work ready research graduates.

## About the Position

The Business Manager, Industry Research in the Industry Research pillar of the Office of Research Services works with Faculties to increase revenue from sources external to the University. In particular, the role is to assist in the preparation and submission of external research funding proposals, to advise on financial, legal and commercial matters and to negotiate mutually beneficial arrangements in accordance with contractual obligations and QUT policies and procedures. The role will be allocated a primary client portfolio.

The Business Manager is expected to work effectively with team members and assist other Business Managers with their workload if required and to share experiences and learnings with team members and colleagues within the Division.

This position reports to the Director, Industry Research for supervision, workload management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Work with the QUT community including the Office of Industry Engagement (OIE), senior managers and researchers to facilitate external engagement (government, Business, not-for-profit and community) to pursue industry funded research and consulting opportunities.
- Actively support academics and liaise with external partners to assist in the delivery of industry research opportunities including those funded by industry facing schemes.

- In collaboration with the relevant Faculty, manage research and commercial activities including responding to enquiries, liaising with external clients, preparing quotes/tenders and preparing timely contractual documentation.
- Evaluate proposals and assess commercial, legal and Intellectual Property ramifications, and in particular the commercial value of existing and future Intellectual Property, liaising with OIE if required.
- Prepare draft agreements or term sheets to facilitate contract drafting and negotiation review, and negotiate contracts for QUT's research and commercial activities and negotiate advantageous commercial and ancillary arrangements.
- Evaluate and manage risks to the University through good management practices and advise on post-execution performance to ensure successful delivery and to maintain productive long term relationships with industry and government partners.
- Provide excellent customer service, enhance skills of professional and research staff in the preparation of tenders and proposals, and provide advice on contract research and consultancies proposals including budget, procurement policy, indemnity, insurance and liability.
- Contribute to the achievement of QUT's strategic plan by providing input to the development of policies and processes relating to research, student engagement and commercial activities.
- Contribute to the identification, development and establishment of systems and processes that will help team members and colleagues work more efficiently with internal and external clients.
- Contribute to a collaborative and open team culture that is client-focused and proactive.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses.

## Type of appointment

This appointment will be offered on an ongoing, full-time basis.

## Location

Kelvin Grove campus.

## Selection Criteria

1. Education, training and/or relevant experience equivalent to completion of postgraduate qualifications in a relevant discipline in conjunction with demonstrated extensive experience in a commercial environment or Government.
2. Sophisticated understanding of commercial and Intellectual Property issues with demonstrated experience reviewing and negotiating legal contracts and agreements and briefing internal legal counsel.
3. Knowledge of research and innovation preferably in a University environment with demonstrated experience in critically appraising funding proposals.
4. Demonstrated ability to collaborate, build and maintain relationships across staff, colleagues, networks and other external bodies to achieve business outcomes.
5. Excellent negotiation and communication skills and the ability to provide leadership to others in an environment of continuous improvement.
6. Ability to work well under pressure, problem solve and to prioritise matters in an environment with constant and concurrent deadlines.
7. Highly developed oral and written communication skills and a demonstrated ability to produce documentation to a publishable standard for a highly educated audience.

## Remuneration and Benefits

The classification for this position is Higher Education Worker Level 10 (HEW10) which has an annual remuneration range of \$143,375 to \$160,362 pa. Which is inclusive of an annual salary range of \$122,188 to \$136,664 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

## Information for applicants

The position is open to ongoing staff whose substantive position is redundant or a staff member whose substantive position is in a job family to be reduced in size.

For further information about the position, please contact Dr Genevieve Giuliani, Director, Industry Research, on (07) 3138 1720; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

QUT is proud to be an inaugural Athena SWAN charter member. We have extensive and established support programs for women in STEMM. For more information on the Athena SWAN charter, contact Tracy Straughan on (07) 3138 1584.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

### **How to Apply**

For further information and to apply, please visit [www.qut.edu.au/jobs](http://www.qut.edu.au/jobs) for reference number **20725**.

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.

**Applications close 16 December 2020**

