# Administrative Services – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Contract Manager  |
| Reference Number: | 31292 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $78K to AU $88K plus up to 15.4% superannuation |
| Location**:** | Black Mountain, ACT and Marsfield , Sydney |
| Tenure: | Indefinite  |
| Relocation assistance**:** | Will be provided to the successful candidate if required.  |
| Applications are open to: | Australian /New Zealand Citizens and Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 50% |
| % Client Focus - External: |  50% |
| Reports to the: | Commercial Contracts Team Leader 3 |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The Contract Manager will provide contract preparation, drafting and associated paralegal services, to either CSIRO’s Agriculture and Food Business Unit in Black Mountain, ACT and Data 61 in Marsfield, SydneySpecifically the role will be responsible for: * Preparation and negotiation of lower risk research / IP related contract terms; and
* Providing advice to research staff on appropriate contracting pathways, agreement selection and other lower risk contracting matters.

2 Positions to be filled:Position 1 - Black Mountain (Canberra) - Agriculture & Food Business Unit.Position 2 –Marsfield (Sydney) - CSIRO Data 61 Business Unit. |

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| **Duties and Key Result Areas:** |
| The 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 in order 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 Confidentiality, Consulting Services, Testing, Research, Grants, Sub-contracts, Data Licence, Copyright, Material Transfer, Student and Visitor Agreements, and variations to same.
* Provide advice to research staff on appropriate contracting pathways, agreement selection and other non-complex contract matters. Enlist CSIRO Legal / Business Development input to decision if 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, HP Records Management HPRM (TRIM), Opportunity to Delivery (O2D) Pipeline).
* Liaise with Research staff / Finance & Services / Business Development / Legal to promote and facilitate a smooth end to end contracting process.

**Other*** Bring non-compliance issues you become aware of to the attention of relevant staff.
* Prepare ad hoc O2D reports for internal clients as required.
* Assist other Contract Managers in times of high workload as required.
* Other duties as directed.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:*****Education/Qualifications:** Tertiary Legal qualificationsor relevant experience in the drafting of research related contracts and amendment of contract terms and conditions. ***Essential Criteria:***1. Significant experience in contract drafting and negotiation.
2. Ability to work as a member of a Team.
3. High level communication and interpersonal, skills, including an ability to clearly communicate contractual issues and risks to relevant personnel.
4. Ability to build positive relationships and facilitate engagement with key stakeholders, including senior management.
5. Demonstrated high level analytical skill and attention to detail.
6. Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.
7. Demonstrated high level organisational skills with an ability to manage a high volume of work and constantly changing priorities.

**Desirable Criteria:**1. Science qualifications or experience in a research environment.

**CSIRO Values:**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to Excellent science, Inclusion, trust & respect, Health, safety & environment and Deliver on commitments.  In your application and at interview you will need to demonstrate alignment with these behaviours. |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). Your application should comprise one document which incorporates the latest version of your CV plus a covering letter outlining your motivations for applying and your suitability for the role (uploaded under “Resume/Cover Letter”). If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: csiro.careers@csiro.au. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact:Mr Chris Morrissyvia email: Christopher.morrissy@csiro.au phone: 03 5227 5434 Please do not email your application directly to Mr Morrissy. Applications received via this method will not be considered.**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more: [www.csiro.au](http://www.csiro.au). **Commercial Contracts**Commercial Contracts, through a network of Contract Managers across Australia, works closely with Legal, IP, Business Development and Commercial to support researchers with their research-related contracting needs. |