

Position description

Position title:	Contracts and Compliance Manager
Employer:	Baker Heart and Diabetes Institute
Team:	Legal Services
Supervisor/Manager:	Executive General Manager Commercialisation
Date:	March 2024

Background

The Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning more than 97 years with our work critical to today's healthcare challenges.

The Baker Institute is well positioned to address these challenges, with multidisciplinary teams comprising medical specialists, scientists and public health experts all focused on translating laboratory findings into new approaches to prevention, treatment and care.

Headquartered in Melbourne, with research teams based in both Melbourne and Alice Springs, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 450 (including scientists, clinicians and students). Our senior staff represent us on a broad range of government advisory boards, from health and wellbeing to science and innovation. We also collaborate with leading international research groups as part of our commitment to assisting vulnerable communities around the world.

The Baker Institute is funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support.

Team

The Legal Services team is integral to supporting the research agenda that forms the Baker Institute's mission. We provide contract and legal advice to all departments and laboratories often with tight schedules to meet specific deadlines. Operational knowledge of the Institute and its activities is essential.

The Institute's administration aims to provide a timely and quality service to its internal clients at all levels. The Legal Services team provide a nexus between research, professional services and external organisations, so it is important that the team has a strong understanding of the Institute's research. Effective communication is a high priority.

The team is structured as follows:

Position
General Counsel — outsourced to Andrew Kaynes Pty Ltd
Contracts and Compliance Manager (1.0 FTE)
Contracts and Compliance Administrator (0.4 FTE)

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Nature of environment

The Baker Institute has a project-oriented environment, encompassing a local and multi-site (including interstate) organisational structure. The staff comprise mainly research, scientific and specialist clinical personnel engaged in the capacity of permanent, grant-specific and casual employment. The atmosphere is collegial, usually relaxed and informal though busy and often dynamic with frequent deadlines that must be met. The environment is often demanding and challenging with a strong team orientation but also provides the opportunity to work independently and show initiative. The nature of the work also requires a focus on accuracy and detail.

The Contracts and Compliance Manager is responsible for the day-to-day operations and oversight of contract review, drafting, negotiations, contract lifecycle, and closure. The role requires meeting performance indicators with management and driving the contracting process to ensure corporate business goals and objectives for research contracts are met promptly.

The Contracts and Compliance Manager is an integral member of the team who integrates the activities of Legal, Commercialisation, Governance, Grants, External Relations, Finance, management and research staff, and other stakeholders to provide contract management that supports the business objectives of the institute in a timely way whilst properly managing risk. The Senior Manager will lead the development of those contracts which are complex, high value, have broader reach or comprise non-standard risks.

Key job requirements, responsibilities and duties

Contract preparation and review

- Together with the General Counsel, provide advice to research staff on appropriate contracting pathways, agreement selection and other non-complex contract matters. Liaise with Finance, Governance, Grant Office and Commercialisation input where required.
- Review, draft and negotiate standard research-related agreements with the support of the General Counsel, including MIAs, Confidentiality Agreements, Material Transfer Agreements and Services Agreements.
- Assist Institute staff with the provision of required information for contract drafting, including payment schedules and milestone tables.
- Provide support in requesting details from third parties.

Negotiation and communication

- Support or lead negotiation of standard terms and conditions for agreements. Includes timely communication both internal and external, and efficient return of documents.
- Ensure effective communication with internal and external parties to optimise contract terms.
 - timely and prompt
 - clear, concise, accurate
 - consult as appropriate and integrate feedback.

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Risk

- In consultation with other business units, identify and manage contract risk.

Contract management

- Maintain oversight of contract progress from start to finish.
- Liaise with research and admin staff to promote/facilitate smooth/productive/effective/timely end-to-end conduct of contract and contracted activities.
- Maintain oversight of contractual obligations, milestones, reporting, receivables and payables.
- Ensure purchase orders accurately reflect the agreed contract budget.
- Assist the Finance team as the point of contact to follow-up collaborators for outstanding invoices and disputes.
- Ensure all funds are spent in accordance with the contract budget for the purpose specified.
- Maintain Contracts Module within the Research Management System (RMS).
- Manage contract approval process for timely and informed approval by authorised delegates and external parties.
- Collate and forward notice of contract execution and obligations to relevant staff (research and admin). May include signed contracts and other relevant documentation.

Compliance

- Monitoring privacy and copyright mailboxes and action claims, complainants, enquiries and concerns.

Other

- Ensure Institute insurance policies (inc. corporate travel) are up-to-date in accordance with State Jurisdiction requirements.
- Assist with collating data for annual insurance renewals, including travel insurance.
- File insurance claims and follow up/coordinate claim assessment process.
- Point of contact for staff insurance queries.
- Maintain Legal Services Intranet page with up-to-date insurance certificate of currency insurance documents.
- Ensure Institute insurance requirements are suitable for specific studies in accordance with State Jurisdiction requirements.
- Ensure Regulatory fundraising licenses are up to date in accordance with State Jurisdiction requirements.
- Ensure our fundraising licenses are up-to-date in each state.

This role may be directed to perform other duties as directed by the manager/supervisor from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

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Meet statutory requirements of the company

Maintain up-to-date and accurate knowledge in:

- OHS legislation.
- EEO legislation.
- Privacy legislation.
- Confidential Information Policy.
- Baker Heart and Diabetes Institute Code of Conduct.
- Australian Code for the Responsible Conduct of Research.
- Baker Heart and Diabetes Institute Intellectual Property Agreement.

Problem solving complexity

- Discretion to innovate within own function and take responsibility for outcomes.
- Provide strategic support and advice to the Institute requiring integration of a range of policies and external requirements.
- Ability to achieve objectives operating within complex organisation structures.

Requirements of position holder

Education level

Relevant undergraduate degree or postgraduate qualification.

Experience

- Excellent project management skills and legal and executive support.
- Proven experience in Contract Management and Contract Administration coupled with an understanding of the commercial landscape in which Science/Research institutes operate.
- Strong management skills and proven ability to work autonomously to run a team with little direction.
- Experience in Company Compliance and demonstrated abilities to liaise with Government Bodies.
- Well-versed in various technology platforms used within the Team to support its function, notably, any research management system like EndPoint IQ's RMS, finance products like Technology One and agreement management products like Minuet.
- Demonstrated ability to maintain strong working relationships with internal and external stakeholders to ensure smooth contract management/administration.

Organisational knowledge

Bring a multi-perspective to the development, carriage, marketing and implementation of new policies; devise new ways of adapting the Institute's strategies to new, including externally generated, demands.

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Communication/interpersonal skills

- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to the Baker Institute.
- Exceptional writing skills (inc. reports, letters, policies, deeds, agreements, contracts, documents, internal and external communications).
- Excellent oral communication skills expressing complex concepts and presenting complicated issues clearly, concisely and succinctly, being readily understood by a variety of audiences.
- Able to direct and lead a team to achieve team goals.

Knowledge

- Postgraduate qualifications in the medical science field with an ability to understand research-related contractual issues.
- Comprehensive knowledge of both contract management and administration.
- Comprehensive knowledge of fundraising regulatory compliance within each state.
- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities.
- Computer literacy with experience in the suite of Microsoft Office software (i.e. Word, PowerPoint and Excel).
- Well-developed administrative skills.
- Previous experience with databases.

Summary of position

The primary purpose of this role is to manage the Legal Services team and provide senior administration support to Team/Laboratory Heads and to support the Deputy Director Administration/Chief Operating Officer. The function of this role is to provide contracting advice to the Institute.

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position that the occupant will perform in perpetuity.

This position description is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).