

Position description

Position title:	Contracts and Compliance Administrator
Employer:	Baker Heart and Diabetes Institute
Team:	Legal Services
Supervisor/Manager:	Contracts and Compliance Manager
Date:	December 2024

Background

The Baker Heart and Diabetes Institute is an independent, internationally-renowned medical research facility, with a history spanning more than 98 years. The Institute's work extends from the laboratory to wide-scale community studies with a focus on diagnosis, prevention and treatment of diabetes and cardiovascular disease.

The Baker Institute is the nation's first multi-disciplinary organisation tackling the deadly trio of obesity, diabetes and cardiovascular disease through research, education and patient care.

Team

The Legal Services Department is integral to supporting the research agenda that forms the Baker Institute's mission. We provide advice to a number of teams, 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 very high-quality service to its internal clients at all levels, and so a high priority for the role is to meet the needs of people requiring legal, regulatory and insurance advice, the institute's external community and key stakeholders.

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.

Key job requirements, responsibilities and duties

- Provide administrative support throughout the life of contracts and enter information into the Institute's management system for contracts.
- Responsible for ensuring all post-contractual obligations are met, including but not limited to project and financial reporting obligations.

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- Liaise with Researchers to ensure timely delivery of project reporting and ensure contract milestones (financial and non-financial) are met.
- Ensure all funds are spent in accordance with the contract budget for the purpose specified,
- Adhere to milestones and invoicing for contracts.
- Monitor payables for all research collaboration agreements and legal services within the Institute and ensure purchase orders accurately reflect the agreed contract budget.
- Provide timely response to the Finance and Business Development and Commercialisation teams on the progress of contract activities against milestones for timely reporting, accurate invoicing and to manage timeline slippage.
- Monitoring privacy and copyright mailboxes and action claims, complainants, enquiries and concerns.
- Assist with collating data for annual insurance renewals, including travel insurance.
- Ensure the most current Insurance policy documents are uploaded to the pages on the Institute intranet.
- Provide high-level confidential administrative assistance to the Contracts & Compliance Manager where required.
- Attend to the opening and closing of files. Attend to prompt and accurate filing including maintaining tidy and workable filing systems.
- Document management of large matters, including ensuring filing is completed on a timely basis and ensuring that these are readily accessible by other staff in the Institute.
- Assist with the implementation, roll-out, continued development and staff training of the Institutes Research Management System (RMS)
- Any other legal, or compliance tasks as requested by the Contracts and Compliance Manager.

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

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.

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Requirements of position holder

Education level

- Degree or postgraduate qualification with relevant experience.

Experience

- Experience in providing contracts management, legal services or advice to Science/Research Institute, or an understanding of the commercial landscape in which Science/Research institutes operate is highly desired.
- Demonstrated previous experience in project management and legal and executive support.
- Demonstrated ability to liaise with internal and external stakeholders to coordinate, execute and manage the flow of legal contracts including, but not limited to service agreements and contract variations from pre- to post-execution.
- Demonstrated ability to maintain strong working relationships with external stakeholders to ensure smooth contract management/administration.

Organisational knowledge

- Perform tasks/assignments which require proficiency in the work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas. Contributes to management and organisational forums. Is responsible for service levels to the wider organisation from area of expertise. Drives development and utilisation of services.

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.
- Excellent oral and written communication skills.
- Demonstrated ability to participate positively in a team.

Knowledge

- 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 administration skills.
- Previous experience in contract management platforms, databases and financial platforms, although training will be provided.

Abilities

- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy.

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- Proven ability to work as a member of a team as well as autonomously without close supervision.
- Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance).
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.

Summary of position

This is a position for an experienced administrator with an interest in the field of research.

The purpose of the role is to support the Contract and Compliance Manager in all aspects of Contract Management. Ideally, this candidate will have experience in managing contractual milestones, both financial and non-financial to ensure the institute remains compliant with its obligations. The candidate should be proficient in understanding budgets and preparing invoices.

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).