



# Paralegal

## Translational Research Institute, Brisbane

### 1. Background

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The Translational Research Institute (TRI) is a leading Australian innovative medical research, development and translation facility. It is home to a range of cutting edge technologies including interventions to prevent and treat human diseases, and provide diagnosis of early disease.

Supported by grants from the Australian and Queensland Governments, situated in the Princess Alexandra Hospital precinct, TRI combines the research intellect and capability of Queensland Health, The University of Queensland, Queensland University of Technology and the Mater Hospital.

TRI houses over 1,000 leading researchers and support scientists who interface with clinicians on the hospital campus and at other Brisbane-based hospitals. It has two clinical trial facilities, one based at the PA Hospital and the other at the Centre for Children's Health Research next to the Children's Hospital. TRI licenses space to six start-up companies and space in an adjacent building to the biopharmaceutical manufacturer Thermo Fisher.

As a Translation Research Institute, TRI is charged with partnering scientific development with the commercial sector to ensure innovations move rapidly to improve patient outcomes and commercial return. To this end, TRI is at the interface of science, medicine and industry.

### 2. TRI Vision and Values

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TRI will be a global leader in effective translation of research and innovation into improved healthcare and increased income and jobs for Australia. The TRI vision is achieved through a values-driven corporate culture focused on collaboration to achieve excellence. Our values are:

- Leadership:** *Our actions will shape a healthier world*
- Integrity:** *We do the right thing. Always*
- Knowledge:** *Through sharing, we empower innovation*
- Excellence:** *We strive for exceptional outcomes*
- Collaboration:** *Together we're better*

**We LIKE Collaboration**

### 3. Position Purpose

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The primary purpose of the Paralegal is to provide high-level confidential paralegal and contract management support to the Director – Legal Services (DLS).

### 4. Key Accountabilities

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Primary accountabilities include, but are not limited to:

- Providing para-legal support to the legal team in relation to medical research and intellectual property related matters
- Maintaining the contracts and patents databases, which involves summarising and entering all contracts and key dates, as well as monitoring performance and compliance
- Preparing summaries of key contracts for management with focus on compliance obligations
- Providing reports regarding contract and patent status, activity and performance
- Maintaining physical legal files
- Preparing precedent based contracts for review and sign-off
- Legal administrative tasks, including word processing amendments to contracts, preparing execution copies of contracts, drafting correspondence and comparing agreements
- Establishing and maintaining strong business relationships with all business units within the organisation and liaising with managers on contracts relating to their business unit
- Providing general assistance to the legal team in relation to commercial transactions
- Providing advice and support to the legal team by identifying opportunities to improve outcomes, efficiency and value for money.

### 5. Reporting Relationships

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The position reports to the Director – Legal Services (DLS).

### 6. Selection Criteria - Experience, Knowledge, Skills, Abilities and Qualifications

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#### Experience and Knowledge

##### *Essential*

- Demonstrated knowledge of contracts and legal obligations
- Solid understanding of document management and filing processes
- Understanding of legal professional privilege and legal compliance concepts

##### *Desirable*

- Experience working in a law firm or an in-house legal department
- Demonstrated experience in a paralegal/contract management (or equivalent) role and a good working knowledge of contract management processes and techniques
- Sound knowledge of in-house legal department policies and procedures or the ability to rapidly acquire such knowledge.
- Broad understanding of the operations and systems that underpin a joint venture or other multi-stakeholder organisation.
- An understanding of the process and legal issues associated with medical research and intellectual property protection.

## **Skills and Abilities**

### ***Essential***

- High level interpersonal skills and excellent written and verbal communication skills
- Ability to work under limited direction, including experience in planning, prioritising and organising work to achieve goals and deadlines.
- Demonstrated ability to work as part of a team to deliver project outcomes within specified parameters including timeframes and objectives.
- High level computer literacy skills in email/calendar packages, word processing and databases including Outlook and the Microsoft suite (Word, Excel and PowerPoint).
- Proven ability to handle and maintain workplace confidentiality and privacy issues, exercise initiative and judgement and to work independently.

## **Qualifications**

- Completing a bachelor's degree (preferably around mid-way through) in law or completed an associate degree in law (paralegal studies), diploma or certificate program in paralegal studies and/or contract management