

JOB DESCRIPTION

Vacancy reference:	SRF34176
Post Title:	Contracts Manager
Grade:	Grade 7
School/Department:	Research Services
Reports to:	Senior Contracts Manager
Responsible for:	N/A

Purpose

To be responsible for the negotiation and management of a portfolio of research and research-related contracts as part of our service supporting researchers and enabling research, innovation and impact generating activity across the University.

Main duties and responsibilities

Contracts Negotiation

1. Drafting, negotiating, reviewing and authorising a wide variety of research related agreements.
2. Ensuring agreements comply with the University's financial and governance regulations and have been appropriately authorised.
3. Acting as authorised signatory on certain legally binding documents as delegated by senior management.
4. Ensuring all aspects of contract negotiations are conducted in the best interests of the University and research colleagues, negotiating the best academic, impact and income potential for each project, taking account of: funder (type); existing and developing funding and collaborative relationships; project objectives; fit with research plans; and risk / benefit allocation.

Portfolio Management

5. Ensuring the timely and professional conclusion of contract negotiations to enable prompt project starts, and to inform effective project, financial and research management by colleagues.
6. Reporting regularly to senior managers including Heads of School and Research Deans on work in progress and appropriately escalating matters to ensure effective resolution and conclusion of contract negotiations.
7. Maintaining project management and tracking systems and providing management information on contract activity. This will involve the effective use of IT based records and administrative systems.
8. Liaising with, delegating to, and supporting other team members to ensure workload is shared effectively across the team.
9. Liaising effectively and regularly with academic, financial & professional services colleagues.

Professional Development

10. Maintaining a current awareness and understanding of contract terms and conditions of funding from major public & industrial sponsors and funders, with particular emphasis on those bodies who support significant volumes and value of work in the Research & Enterprise Services portfolio.
11. Engaging in professional development to ensure current awareness of wider issues relating to the University's activities, contract law and intellectual property generally.
12. Engaging in staff development and training activities for University colleagues to ensure dissemination of best practice and University procedure relating to research & enterprise contracts.

Supervision received

Reporting to the Senior Contracts Manager, regular supervision meetings will be held to discuss workflows & work planning, post holder's portfolio of live matters, any general issues arising in performance of duties and ongoing support and professional development requirements.

Supervision given

Task supervision of assistant contracts staff directly supporting the work of the Contracts Manager. Line management of Contracts Associate staff may be required.

Contact

Amongst other external relations, the following shall be frequent contacts in performance of duties: Industrial sponsors and commissioning bodies (UK, European and other); Other HE institutions, collaborators and sub-contractors; UK Research Councils; European Commission; UK Government & Agencies; Charities; external networks.

Among other internal relations, the following shall be frequent contacts in performance of duties: Research and Enterprise Services colleagues including research funding, IP management, Impact and Knowledge Transfer specialists; Legal Services colleagues; Finance (incl. Research Accountants; Procurement; VAT); Senior Academic Management in schools; Senior University Management.

Terms and conditions

Normal office hours are Monday to Friday 9.00 am to 5.00 pm but staff are expected to work outside these hours when required. No overtime is payable. Occasional weekend work and travel may be required.

Currently the team works exclusively from home and this is expected to continue in the immediate future.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Job Title	School/Department
Research & Enterprise Contracts Manager	Research & Enterprise Services

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to demonstrate a service-orientated approach • Excellent communication skills (verbal and written) with a range of stakeholders • Ability to work effectively as part of a team, proactively exchanging advice, and support with colleagues in a considered and effective manner • Ability to work effectively under pressure and tight deadlines. • Ability to take ownership of tasks, act independently in light of shifting priorities and escalate issues appropriately when required • Ability to prioritise and manage multiple projects, managing risks and benefits appropriately. • Ability to negotiate and influence decision making at a senior level. • Ability to make clear, reasoned decisions within frameworks • Ability to undertake independent research to inform decisions. • Ability to use IT systems & software appropriate to the role 	
Attainment	<ul style="list-style-type: none"> • Undergraduate Degree or equivalent experience • Relevant professional or academic qualification or equivalent experience 	<ul style="list-style-type: none"> • Legal qualification (professional or academic)
Knowledge	<ul style="list-style-type: none"> • Knowledge of contract law • Knowledge of Intellectual Property law 	<ul style="list-style-type: none"> • Knowledge of university and higher education structures & funding sources, including EU and other international funding
Relevant Experience	<ul style="list-style-type: none"> • Demonstrable experience of contracts drafting and negotiation. 	<ul style="list-style-type: none"> • Experience of contracts management relating to EU funded projects

	<ul style="list-style-type: none"> • Demonstrable experience of contract management in a higher education, public sector, IP management or commercial environment • Experience of deadline driven working. • Demonstrable experience of being a creative thinker, managing negotiations to achieve mutually beneficial outcomes 	<ul style="list-style-type: none"> • Experience of supporting international collaborative projects • Direct experience of working in a research contracts function within higher education
Disposition	<ul style="list-style-type: none"> • Able to take a pragmatic view of when acceptable outcomes have been reached in negotiations. • Seeks out, advocates and implements good working practices. • Engages in own personal development and supports colleagues' development • Able to engage clearly, persuasively and professionally with colleagues, management and external parties. • Willing to challenge the status quo 	

Completed by: Rob Glenn	Date: 20 th November 2020
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