

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF28646
<b>Post Title:</b>	Research and Enterprise Contracts Associate
<b>Grade:</b>	Grade 6
<b>School/Department:</b>	Research and Enterprise Services
<b>Reports to:</b>	Contracts Manager
<b>Responsible for:</b>	N/A

## Purpose

To assist Contract Managers in the overall provision of an effective contracts management service relating to the University's research and enterprise activity, by reviewing, progressing and completing research and enterprise related agreements with commercial bodies, higher education sector funders, charities and other collaborating research and funding bodies.

## Main duties and responsibilities

1. To compile and prepare (from templates and standards) a range of simple agreements, including Non-Disclosure Agreements, Material Transfer Agreements, Technical Services Agreements, Consultancy Agreements, Collaboration Agreements and Studentship Agreements, in a timely manner, ensuring acceptability and compliance with University policies, strategy and status; and to review and (re)negotiate similar partner - supplied contracts.
2. To manage a portfolio of contract actions delegated by Contracts Managers, and to provide regular, comprehensive and accurate updates on work in progress, matters concluded and new matters arising to senior colleagues within RES and researchers from across the University.
3. Where appropriate, to assist in the drafting, negotiation and progress of more complex research and enterprise contracts under the direction of a lead Contract Manager. This will involve liaising with funders, partners and academics to complete defined actions supporting negotiations.
4. To provide additional ad-hoc project support to Contracts Managers relating to research and enterprise activity and commensurate with the role, for instance, providing additional contractual support for larger proposals, completing initial reviews of contractual queries or running reports.
5. To ensure contractual terms and project requirements meet current University standards by maintaining effective and regular relationships with academic, financial and administrative colleagues and external parties.
6. To liaise with colleagues and other departments in achieving an effective and prompt handover of responsibility for research and enterprise contract matters to financial and project administration colleagues.
7. To update and maintain electronic and paper-based records, reports and forms, project and process management documentation, and agreement templates.
8. To keep academic and school-based colleagues regularly updated on the progress and status of their individual projects.
9. To maintain awareness of terms and conditions and the University's standard positions across the full range of common University agreements.
10. To maintain relevant skills and knowledge relating to the funding landscape, legal framework and University processes.

## Supervision received

Reporting to senior department manager and/ or their nominee, the post holder will receive one on one support, advice and mentoring from senior staff and experienced Contract Manager colleagues.

## **Supervision given**

None

## **Contact**

Among other external relations, the following shall be frequent contacts in performance of duties: Industrial sponsors and commissioning bodies (UK, European and other); Other Higher Education Institutions; UK Government, departments and agencies; Charities; Legal and professional advisors; external networks.

Among other internal relations, the following shall be frequent contacts in performance of duties: Academic colleagues; Research and Enterprise colleagues; Finance (incl. Research Accounts, Finance Business Partners and VAT; Procurement; Legal Services);

## **Terms and conditions**

This post is available immediately. Normal office hours are Monday to Friday 9.00 am to 5.00 pm (4.30pm on Friday) but staff are expected to work outside these hours when required.

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 and Enterprise Contracts Associate	Research and Enterprise Services

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent Interpersonal and communication skills</li> <li>• Keen eye for detail</li> <li>• Questioning and information gathering Skills</li> <li>• Ability to work effectively as part of a team</li> <li>• Ability to work effectively under pressure and to tight deadlines.</li> <li>• Ability to think creatively and act flexibly in resolving problems.</li> <li>• Ability to progress numerous projects at any one time</li> <li>• Ability to prioritise and manage own work flow</li> <li>• Ability to use IT systems and software appropriate to the role</li> </ul>	
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Undergraduate Degree or equivalent experience/ qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Law degree or post graduate legal qualification; or equivalent qualifications (e.g. contract management) and/or demonstrable experience of working in a legal environment</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of contract law</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of university and higher education structure and funding</li> </ul>

<p><b>Relevant Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of contract management, including producing and revising contract documentation in support of external contract negotiations.</li> <li>• Experience of deadline driven working.</li> <li>• Experience of decision driven project working.</li> <li>• Experience of administration of complex projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience of contract management in a higher education, research or commercial environment</li> </ul>
<p><b>Disposition</b></p>	<ul style="list-style-type: none"> <li>• Able to seek assistance from colleagues and line manager at timely and appropriate points.</li> <li>• Able to work independently within processes and guidelines.</li> <li>• Able to identify appropriate standard contract templates for use in projects and implement their use accordingly.</li> <li>• Well organised.</li> <li>• A desire to succeed and make a positive contribution to the work of the department.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to engage clearly, persuasively and professionally with colleagues, management and external parties.</li> </ul>

Completed by: Rob Glenn	Date: 18 <sup>th</sup> June 2018
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