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| Last updated:  | February 2019 |

**JOB DESCRIPTION**

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| Post title: | **Contract Officer** |
| School/Department: | Research and Innovation Services |
| Faculty: | Professional Services |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a |
| Posts responsible to: | Major Contract Manager (Level 5) |
| Posts responsible for: | n/a |
| Post base: | Office-based |

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| Job purpose |
| To provide advice on a wide range of commercial agreements predominantly relating to research undertaken by the University in collaboration with universities, industry, commerce and government organisations in the UK, European and worldwide, from initial discussions to approval for signature. |

| Key accountabilities/primary responsibilities | % Time |
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|  | To be responsible for provision of specialist/professional advice to aid management decisions and to provide support to the Research Support Office (RSO) team on agreements for Clinical Sites, material transfer, data sharing, studentships, consultancy and University to University collaborations. | 25 % |
|  | To manage a portfolio of contracts where standard agreements are not suitable and bespoke agreements are required. This will predominantly focus on, Clinical Site Agreements, 1 to 1 research contracts, studentships, grant agreements with charities and consultancy. To take responsibility for negotiation of other contracts to underpin work load pressures in the Major Contracts team and to ensure that risks are assessed and managed. | 25 % |
|  | Supporting the Major Contracts team by carrying out triage of new contracts, detailed assessments and analysis of issues and problems, using specialist knowledge to identify and recommend appropriate solutions. Review research grant terms and to provide advice to academic staff and other Professional Services staff in order to ensure an understanding of obligations. | 20 % |
|  | To liaise with Academic and Enterprise Unit staff, Research Support Team and Faculty Finance staff on research and enterprise contract issues and to ensure that all contracts dealt with by RIS follow correct procedures for sign off. | 10 % |
|  | Work with the Major Contract team to develop guidance to the Research Support Team and Academic Community. To support the Major Contract team on the development and implementation of best practice and smooth processes to maintain a high level of service for RIS. | 10 % |
|  | Contribute to increasing the research and exploitation income secured by the University by raising the awareness of key issues such as the pricing of research contracts and intellectual property.  | 5 % |
|  | Keep abreast of research funding and research contracts issues. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |  |

| Internal and external relationships |
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| Other members of the department/University staff.External customersFundersRelevant suppliers and external contacts |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Good first degree or equivalent in relevant subject, or significant relevant experience Good knowledge and recent experience of contract negotiation and of intellectual property issues in a research environmentProven understanding of a broad range of scientific concepts in order to evaluate their commercial potentialProven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University.Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University. | Legal qualificationExperience of working in Higher Education Institute (HEI), non-profit research or NHS R&D environment or equivalentCommercial experience in a corporate environment or able to demonstrate excellent business acumenExposure to a range of contractual issues.Knowledge/experience of clinical site agreement, material transfer agreements, research governance, clinical trials legislation and the Human Tissue Act. | Application & Interview |
| Planning and organising | Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.Experience of successful project management.Ability to take strategic view in a fast-moving and dynamic environment. Ability to lead projects, driving activity to completion whist managing details. |  | Application & Interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.To be self-sufficient, capable of setting own work strategies and of working with minimal guidance, actively seeking information from internal or external sources as required. |  | Application & Interview |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.Able to formulate development plans for own staff to meet required skills. | Experience of successfully managing and developing staff. | Application & Interview |
| Communicating and influencing | Able to provide accurate and timely specialist guidance on complex issues.Able to use influencing and negotiating skills to develop understanding and gain co-operation. Excellent inter-personal skills with a wide range of people of different backgrounds from within and outside the University. |  | Application & Interview |
| Other skills and behaviours | Must be a team player able to work collaboratively with others to disseminate and share knowledge and information.Able to respond effectively in a pressurised environment.Able to appreciate University priorities and to apply these in managing work outcomes. |  | Application & Interview |
| Special requirements | Flexibility to work unusual hours.Willingness to travel on business (mostly UK, some overseas). |  | Application & Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |