

Job Description and Person Specification

JOB DESCRIPTION

Post title:	Major Contract Manager		
Academic Unit/Service:	Research and Innovation Services (RIS)		
Faculty:	Professional Services		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	5
*ERE category:	n/a		
Posts responsible to:	Head of Contracts, Policy and Governance (L6)		
Posts responsible for:	n/a		
Post base:	Office-based		

Job purpose
<p>To provide professional yet pragmatic contractual and intellectual property advice on a wide range of agreements predominantly relating to the research and enterprise activities undertaken by the University in collaboration with partners (HEIs, industry, commerce and government organisations) in the UK, Europe and worldwide, from initial discussions to approval for signature.</p>

Key accountabilities/primary responsibilities	% Time
1. Manage a portfolio of major deals and contracts that will require more bespoke agreements, where standard templates are not suitable or subject to negotiation. Taking responsibility for drafting and contract negotiations to ensure timely completion of agreements.	30 %
2. Advise academic staff, Professional Service staff and RIS Colleagues on intellectual property, contractual and risk management issues that may arise from research and enterprise activities undertaken in the Faculties and across the University. Develop and maintain an information resource for faculties and academic staff in support of the contract management process.	10%

Key accountabilities/primary responsibilities	% Time
<p>3. Take responsibility, in relation to the Faculty(ies) and/or the specific remit of accountability assigned (e.g. contract type), for ensuring the RIS support to research and enterprise contracts (including those dealt with by the Research Support Team) is provided in a streamlined, timely and professional fashion. Work cooperatively with MCM colleagues and other RIS staff to provide a seamless and professional service on research and enterprise contracts to internal (faculty) and external clients. Maintain oversight of contract workloads across all teams in area of responsibility, monitoring turnaround times and identifying, resolving or escalating backlogs, delays and any matters undealt with as a result of staff changes and handovers. Work cooperatively with MCM colleagues to ensure consistency of approach, adoption of appropriate processes and use of systems across all RIS teams and proactively work to continually improve the service provided.</p>	15%
<p>4. Liaising with Collaboration Managers and/or Technology Transfer Managers in support of getting appropriate heads of terms agreed and leading on complex matters or strategic partnerships. Cooperate with them to provide advice to academic staff on the optimal framework and terms for proposed collaborations and other research and enterprise activities bearing in mind the desired outcomes and the interest of the University. Identify, assess and manage any potential risks proposing the most pragmatic solution that will meet the needs of the parties</p>	10%
<p>5. Review grant conditions and other legal documents relating to research collaborations and commercialisation activities, to ensure terms and conditions are acceptable and consistent with University policy/strategy. Providing advice to RIS colleagues and Finance on the suitability of the same.</p>	10 %
<p>6. Provide back up on contractual matters to the European Office where workloads necessitate and advice to Research Funding Development Team on terms and conditions of tenders or bids they are supporting.</p>	5%
<p>7. Actively participate to the development of RIS colleagues and new members of the MCM Team by providing training and mentoring on contractual aspects of research and enterprise. Deliver training and support to RIS colleagues on intellectual property, and contractual matters to enable them to use standard agreements appropriately and/or negotiate agreements and heads of terms as appropriate. Provide training and guidance on the contract review, negotiation, approval and sign off process and on the RIS systems expected to be used to manage the same.</p>	10 %
<p>8. Keep abreast of contract and intellectual property law developments to ensure up to date knowledge for the proper performance of the role.</p>	5%
<p>9. Any other duties as allocated by the line manager following consultation with the post holder.</p>	5%

Internal and external relationships
<ul style="list-style-type: none"> • Heads of Academic Groups to consult and advise on complex contractual matters • Academic and research staff to advise on contract matters and intellectual property in research.

Internal and external relationships

- Research Innovation Services colleagues including: Collaboration Managers, Technology Transfer Managers, Research Funding Development Team to ensure consistent practice and advice and to ensure cohesive service delivery to customers
- Staff in Professional Services to ensure effective working practices between PS and RIS
- External funders to negotiate optimal terms for research and enterprise contracts
- Small, Medium and Large Companies in relevant sectors
- Professional advisers in specialist areas
- Other external bodies involved in research funding, to ensure awareness of key issues
- Contract and legal advisers at other universities, research organisations and NHS trusts with whom we are collaborating.

Special Requirements

Travel to attend meetings (primarily UK, some overseas)

Willingness to work non-standard hours, as reasonably required, to fulfil the role (e.g. out of hours meetings offsite, conference calls with overseas partners).

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Postgraduate degree in contract law or related qualification, or equivalent experience.</p> <p>Significant and recent experience of complex contract review, negotiation and drafting.</p> <p>Good knowledge of intellectual property issues within research environment and HEIs.</p> <p>Experience of dealing with data protection and drafting clauses or agreements to comply with the current regulations.</p> <p>Commercial experience in a corporate environment or able to demonstrate excellent business acumen</p> <p>Wide exposure to a range of contractual issues.</p>	<p>Experience of contract review in a HEI, non-profit research or NHS R&D environment, or equivalent.</p> <p>Commercial experience gained in or working with at least one of the following industry sectors: aerospace, defence, engineering, ICT, health and pharmaceutical.</p>	Application & Interview
Planning and organising	<p>Able to plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy.</p> <p>Project management and coordination of a number of players and simultaneous projects in sometimes complex relationships and to multiple deadlines - involving negotiations in an international context</p> <p>Ability to take strategic view in a fast-moving and dynamic environment</p> <p>Ability to lead projects, driving activity to completion while managing detail</p>		
Problem solving and initiative	<p>Able to identify broad trends to assess deep-rooted and complex issues.</p> <p>Able to apply originality in modifying existing approaches to solve problems.</p> <p>Ability to identify and apply creative solutions in negotiations, often in the absence of any relevant precedent.</p> <p>Ability to rapidly analyse and manage contractual issues on a critical path.</p> <p>Ability to contribute to the resolution of complex issues whilst under pressure to meet deadlines</p> <p>Must be self-sufficient, capable of setting own work strategies and of working with minimal guidance,</p>		

	actively seeking information from internal or external sources as required.		
Management and teamwork	<p>Must be a team player able to work collaboratively with others to disseminate and share knowledge and information.</p> <p>Able to manage team dynamics, ensuring any potential for conflict is managed effectively.</p> <p>Able to formulate development plans for own staff to meet current and future skill needs.</p> <p>Able to provide expert guidance and advice to colleagues to resolve complex problems.</p> <p>Able to lead on design and implementation of solutions and meet the needs of colleagues across a number of teams.</p>		
Communicating and influencing	<p>Able to persuade and influence in order to foster and maintain relationships.</p> <p>Able to resolve tensions and difficulties as they arise.</p> <p>Excellent written, presentation and verbal skills, with ability to communicate at a variety of levels including senior managers in large multinationals.</p> <p>Excellent inter-personal skills with a wide range of people of different backgrounds, from within and outside the university</p>		
Other skills and behaviours	<p>Able to respond effectively in a pressurised environment.</p> <p>Able to appreciate University priorities and to apply these in managing work outcomes.</p>	<p>Broad interest in science, engineering and life sciences</p> <p>Understanding of research</p>	
Special requirements	<p>Flexibility to work unusual hours.</p> <p>Willingness to travel on business (mostly UK, some overseas).</p>		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> 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.
<input type="checkbox"/> 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.

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			