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| Last updated: | April 2024 |

**JOB DESCRIPTION**

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| Post title: | **Enterprise & IP Contracts Coordinator** | | |
| Academic Unit/Service: | Research and Innovation Services | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | MSA3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Head of Enterprise & IP Contracts (MSA 6) | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based | | |

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| Job purpose |
| To provide support to the contract review process and wider administration activity operated by the Enterprise & IP Contracts Team in RIS, to streamline activities and ensure agreements are put in place in a timely manner.  Providing review, negotiation and execution of simpler, templated agreements in relation to Knowledge Exchange and Enterprise (KEE) activities whether with industry, government departments or other Higher Education Institutions (HEIs).  Providing a professional interface between Faculty and/or external clients in relation to KEE contracts. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Providing review, advice and some negotiation on simpler and templated KEE agreements including confidentiality agreements, material transfer agreements and simple memorandum of understanding. Ensuring contracts are fully completed then following the correct procedures for approval and execution by an authorised signatory. Managing and prioritising own portfolio of contracts to ensure they progress to completion in line with target turnaround times. | 30% |
|  | Take responsibility for directing ad-hoc queries to and management of the entcon@soton.ac.uk inbox ensuring that sufficient information has been provided in order to enable matters to be progressed in a timely manner by the team. Once sufficient information has been received setting up on our contract databases (Worktribe and Minuet), assessing information provided and using judgement to either directly allocate the matter to the appropriate level in the Enterprise & IP Contracts team or Technology Transfer team. | 15 % |
|  | Support the Enterprise & IP Contracts team in review of more complex KEE contracts under the direction of the head of team or Enterprise Contracts Manager when workloads require and/or in order to assist in progressing strategic partner or high value matters. Support may include undertaking comparison against previously agreed company contracts, liaising internally with the technology transfer team, academic community and relevant professional services as well as completion of agreements once main negotiations have been finalised. | 10% |
|  | Liaise with Faculty, academics, researchers, Faculty Finance and other professional service staff on KEE contract issues. Providing advice on the progress and status of matters being handled by RIS as necessary. Support in the preparation of reports on RIS contracts service levels to Faculties. | 5 % |
|  | Support the Head of Enterprise and IP Contracts in the delivery of KEE improvement action plans as part of the wider KEE strategic plan and in conjunction with other RIS teams, professional services colleagues and the academic community | 10% |
|  | Work with Enterprise & IP Contracts team to develop guidance to the Academic Community, Faculties and Enterprise Units. Maintenance of KEE RIS webpages to ensure information and guidance on enterprise / consultancy contract matters is up to date. | 10 % |
|  | Support the Enterprise & IP Contracts team in the innovation and implementation of the “Entcon” contract process and the teams use of systems and databases used to ensure matters are progressed in a timely fashion and to achieve continual service improvement. | 10 % |
|  | Keep abreast of general legal aspects applicable to consultancy and commercial contracts developing an awareness and understanding of related legal issues and of intellectual property. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| * Academic and KEE staff (including those working within the University Enterprise Units). * Technology Transfer Team in RIS * Other RIS Staff (incl. Research Contracts, Business & Industry Partnerships and Impact Funding teams) * Faculty Finance Teams and Legal Services * External clients and collaborators |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Good knowledge and recent experience of commercial contract administration.  Proven understanding of HEIs and academic research.  Ability to make effective use of standard office computer systems including databases, word-processing, and spreadsheets. | Law degree, legal executive or other legal or business management qualification.  Experience of working in HEI  Good knowledge and recent experience of contract negotiation in a HEI or consultancy environment and of and of intellectual property issues | Application/  Interview |
| Planning and organising | Ability to initiate, plan and manage new projects or new activities, ensuring plans complement broader operational strategy  Project management and coordination of simultaneous projects to multiple deadlines.  Experience implementing process improvement initiatives and use of workflow management tools.  Ability to lead projects, driving activity to completion while managing details |  | Application/  Interview |
| Problem solving and initiative | Ability to identify issues and seek appropriate guidance in a fast-moving and dynamic environment.  Ability to identify and manage key issues on a critical path  Must be self-sufficient, capable of setting own work strategies and of working with minimal guidance on areas of responsibility. Confidence to actively seeking information from internal or external sources as required. |  | Application/  Interview |
| Management and teamwork | Ability to proactively work with colleagues in other work areas to achieve outcomes.  Must be a team player able to work collaboratively with others to disseminate and share knowledge and information.  Ability to appreciate university priorities and to apply these in managing work outcomes | Ability to respond effectively in a pressurised environment | Application/  Interview |
| Communicating and influencing | Excellent inter-personal skills with a wide range of people of different backgrounds, from within and outside the university  Experience of liaising with industry and external customers  Excellent written, presentation and verbal skills, with ability to communicate at a variety of levels up to and including commercial and legal managers in major companies.  Ability to contribute to University working groups and projects on behalf of RIS and the University  Ability to provide accurate and timely specialist guidance on standard commercial contract issues.  Ability to use influencing and negotiating skills to develop understanding and gain co-operation. |  | Application/  Interview |
| Other skills and behaviours | Ability to respond effectively in a pressurised environment.  Able to appreciate University priorities and to apply these in managing work outcomes. |  | Application/  Interview |
| Special requirements | Willingness to travel in UK on business. |  | Application/  Interview |

**JOB HAZARD ANALYSIS**

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

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| 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 |  |  |  |