

Job Description and Person Specification

**JOB DESCRIPTION**

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| Post title: | **Major Contract Manager** (EU/International) | | |
| 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 Research Contracts (L6) | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based | | |

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| Job purpose |
| To provide professional yet pragmatic contractual and intellectual property advice on a wide range of agreements predominantly relating to the research activities undertaken by the University in collaboration with partners (HEIs, industry, commerce and government organisations) in the University's EU funded and Internationally funded portfolio, from initial discussions to approval for signature. |

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| 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. | 20 % |
| 2. | Advise academic staff, Professional Service staff and RIS Colleagues on intellectual property, contractual, regulatory and risk management issues that may arise from research 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% |

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| Key accountabilities/primary responsibilities | | % Time |
| 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 contracts (including those dealt with by more junior members of the the 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 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 not dealt 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. | 10% |
| 4. Liaising with Industry Relations 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 | | 10% |
| 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. | 10 % |
| 6. Lead on contractual matters to the European Office where workloads necessitate and advice to Research Funding Development Team and EU  Finance on terms and conditions of tenders, bids and awards they are supporting. | | 25% |
| 7. | Actively participate to the development of RIS colleagues and new members of the Research Contracts Team by providing training and mentoring on contractual aspects of research. 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. | 5 % |
| 8. | Keep abreast of contract and intellectual property law developments to ensure up to date knowledge for the proper performance of the role. | 5% |
| 9. | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

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| Internal and external relationships |
| * 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. |

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| 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. |

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| 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**

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

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

**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 |  |  |  |