



**Job Title:** Contracts Manager (Maternity Cover)

**Grade:** 7

**Salary:** £39,906 to £46,049 per annum, pro-rata if part-time

**Department:** Research and Enterprise

**Hours/Contract:** Full-time or job share, fixed term contract till 31 July 2027

**Job Family:** Management and Administration

**Reference:** 13342

### Role Purpose

The Contracts Officer role will deliver a contracts support service within the Research and Enterprise Division (RED) and will report to the Contracts Manager. The post holder will deliver high quality centrally managed and locally delivered Contracts Support Service across all colleges. The post holder will manage a complex portfolio of contracts relating to the research and enterprise activities of the University, focusing on high value, high risk and specialised contracts, providing support with a high level of customer service and developing and maintaining positive client and researcher relationships.

### Main Duties and Responsibilities

- Drafting, negotiating and authorising a wide variety of complex research and enterprise related agreements, focusing on high value, high risk and specialised agreements including contract research agreements, collaboration agreements, clinical trials agreements, service agreements, licence agreements, studentships, and material transfer agreements with complex background
- To provide specialist contractual and other relevant advice in support of the Head of Pre Award and Contracts and to provide support and mentorship to other colleagues in the Pre Award and Contracts team to improve capability and performance to meet current and future needs with particular focus on delivering a first class customer service on contract negotiation.
- To ensure academic and research staff receive first class, timely, flexible and pragmatic support and that the efficiency of contract negotiation, authorisation and acceptance and subsequent activities are maintained consistently to a high standard across all Colleges and with all partners and funders
- To represent and promote the services offered by the Pre-Award and Contracts team to RED colleagues, academics and senior professional staff across the University and externally as appropriate
- To maintain an awareness of wider legal and sector issues influencing the undertaking of research and enterprise activity within the University, feeding up to senior staff as required and making appropriate recommendations as necessary.

### Internal and External Relationships

- Working closely and collaboratively within the Pre Awards and Contracts Team, and with all other teams across RED
- The University's legal adviser and other senior Corporate Services staff on operational/ policy matters (eg HR, Finance, Purchasing Unit and the Insurance Office).
- Heads of Department and departmental managers





- Academic staff at all levels across the University to establish service requirements and priorities.
- Equivalent peers and other representatives from commercial and non-commercial organisations with whom the University is contracting
- UHL R&I Office Management

**Planning and Organising**

- Planning and organising own workload both short- and long-term in a decidedly complex and highly specialised area, responding to senior managers and internal and external customers' requirements. Ensuring the delivery of a first class, timely and flexible service whilst keeping in focus the wider aims and remits of RED, re-aligning focus as necessary in response to new or non-standard pressures and requirements as they arise.
- Ensuring up to date information on the status of contracts is captured on internal systems.

**Qualifications, Knowledge and Experience**

**Essential**

- An undergraduate degree or equivalent experience
- Extensive experience of drafting, reviewing and negotiating contracts

**Desirable**

- Experience of negotiating research contracts at the HE-Business/Funder interface\*
- Experience of research at PhD or post-doctoral level or legal qualification\*
- Experience of working with intellectual property at the HE-Business/Funder interface
- Experience of contract negotiations and administration in a HE context\*
- Proven track record of continuous professional development\*

**Skills, Abilities and Competencies**

**Essential**

- Excellent written\* and verbal communication skills
- Excellent interpersonal skills, with the ability to communicate sensitively and effectively with a wide range of audiences, including senior academic colleagues and external stakeholders
- Ability to work well under pressure
- Excellent influencing and persuasion skills and the ability to build effective relationships with staff at all levels \*
- Attention to detail, flexibility and the ability to work to tight deadline and manage conflicting priorities\*
- Excellent understanding of, and ability to deliver, effective customer service\*





- Highly developed capacity and aptitude for analysing and understanding complex contract terms and conditions in highly specialised areas\*
- Ability to work collaboratively and provide mentorship to team members
- Commercial awareness.

***\*Criteria to be used in shortlisting candidates for interview***

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

