

Job Title: Contracts Manager
Grade: 7
Salary: £34,189 to £39,609 per annum
Department: Research & Enterprise Division
Hours/Contract: Permanent, full-time contract
Reference: 740

Role Purpose

To provide operational research contract support, primarily directed at research and knowledge transfer activities funded by the private sector. The role will involve dealing with a large contract portfolio of a range of complexity and requirements, and providing such support with a high level of customer service developing and maintaining positive client and researcher relationships.

Main Duties and Responsibilities	% Time
<p>Principal Accountabilities:</p> <p>To provide first class timely and flexible support for the pursuit of research and knowledge transfer opportunities funded by business</p> <ul style="list-style-type: none"> • To manage a complex portfolio of contracts relating to the research and enterprise activities of the University, managing risk exposure and maximising the benefit of a contract to the University; <ul style="list-style-type: none"> ○ To understand and utilise the appropriate contract (with relevant terms and conditions) for any specific need ○ To draft bespoke contracts as required ○ To review contracts and negotiate terms as required ○ To agree with, and advise University staff on the pertinent requirements of a contract as required ○ To conduct appropriate due diligence activities to ensure compliance with the University's Ethical Funding Policy and freedom to operate within the terms of a contract. • To work collaboratively with staff across RED; <ul style="list-style-type: none"> ○ To provide a first class service to internal and external clients ○ To facilitate timely information exchange in the pursuit and the provision of an excellent service to customers ○ To provide support for the operation of systems for the management of IP arising from research <ul style="list-style-type: none"> ▪ To understand and ensure adequate IP protection is present within a contract ▪ To liaise with the Specialist Senior Contracts Manager and the Commercialisation team regarding the management of IP and any specific contractual queries. • To work collaboratively with staff from across the Research Support Services team in RED in the provision of contractual and administrative support. 	<p>75</p> <p>10</p> <p>5</p>



<ul style="list-style-type: none"> To undertake the effective recording and reporting of own activities, and the provision of related management information to the RED Management Team and University Senior Management as directed. To contribute to and undertake other activities in support of the remit of RED, which may include activities relating to service provision, and in support of local and regional engagement. 	<p>5</p> <p>5</p>
<p>Internal and External Relationships</p>	
<ul style="list-style-type: none"> Contracts staff from commercial and non-commercial organisations with whom the University is contracting. Technical staff from such organisations. Academic staff at all levels across the University, particularly within the College of Medicine, Biological Sciences and Psychology. To work collaboratively with the other teams within RED. Other Corporate Services staff as required by the needs of the job (eg HR, Finance and Legal). NHS/UHL staff and joint office staff. 	
<p>Planning and Organising</p>	
<p>Planning and prioritising own workload both short and longer term, in a defined relatively complex area, responding to Manager's and customer requirements ensuring delivery of a first class service. Keeping in focus the wider aims of the Division, realigning focus as necessary in response to new or non-standard pressures and requirements as they arise.</p>	
<p>Qualifications, Knowledge and Experience</p>	
<p>Essential</p> <ul style="list-style-type: none"> First Degree (in science, law or a related discipline), an equivalent professional qualification or equivalent relevant professional experience* <p>Desirable</p> <ul style="list-style-type: none"> Experience of research at PhD or post-doctoral level* Experience of research contract negotiation and administration in an HE context* Experience of working with intellectual property <p><i>*Criteria to be used in shortlisting candidates for interview</i></p>	
<p>Skills, Abilities and Competencies</p>	
<p>Essential</p> <ul style="list-style-type: none"> Capacity and aptitude for analysing and understanding complex research contract terms and conditions* Excellent understanding and delivery of customer service Proven ability to work effectively and co-operatively as part of a team Excellent interpersonal and [written]* communication skills coupled with the ability to win the confidence of academic staff and external clients 	





- Flexibility and attention to detail, with the ability to work under pressure and to tight deadlines and manage conflicting priorities*
- Strong organisational skills and the ability to effectively manage a complex workload*
- Self-starter and able to act on own initiative and see tasks through to completion*
- Ability and willingness to assimilate new information in all subject areas
- Numerate and a facility with IT
- Broad interest in science, technology and medicine

Desirable

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

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, 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 equality 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 equality, diversity and inclusion.

