

JOB TITLE Head of Contracts

Job Ref: REQ17041

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Grade 8 Management and Specialist

Job Purpose

Delivery of our University strategy requires working in partnership with a wide range of external organisations across our research and enterprise activities. This is a very diverse range of organisations, including companies, government bodies, and charities – as well as other Universities and funding bodies. Most of this partnership working is underpinned by contractual agreements, making clear the expectations of both parties, and controlling risk. The post holder will be the professional lead for institutional policy in this area, maintain a high level of awareness around changes in legislative and policy environments, and ensuring relevant University policies are in line with current best practice, and fit for purpose. The post holder will also provide the professional lead for organising drafting, scrutiny, negotiation, authorisation and administration of contracts associated with our research and enterprise activities. The post holder will develop and implement policies and governance frameworks to ensure an excellent service to members of the University in achieving their research and enterprise ambitions at the same time as managing risk to the University and its subsidiary companies.

The post is located within the University's Enterprise Office, but will provide a professional lead across research and enterprise for contractual matters. The subject matter dealt with can range from consultancy through our wholly-owned subsidiary Loughborough University Enterprises Ltd, to intellectual property license deals, and spin-out company activity through to support social enterprise activities. The post holder will work alongside colleagues in IP Commercialisation, Business Development and Research support ensuring that contractual aspects of work are supported.

Job Duties

- To lead a highly professional service which supports the University strategy across research and enterprise, balancing robust negotiation with timely conclusion of contractual aspects of projects.
- To line manage a small team of specialist contracts staff, with responsibility for their standards of output and their professional development
- To provide professional leadership on contracts and legal matters to a broad range of professional services colleagues across the University in the areas of research and enterprise. This may involve generating new strategies, operating processes, policies and procedures for application across the University.
- To provide expertise in contractual matters relating to intellectual property and commercial relationships across a wide range of academic disciplines. The post holder will contribute a strong understanding of the different role IP protection takes in different sectors, and how this impacts on appropriate contracting.
- To develop appropriate policies and procedures relating to undergraduate and postgraduate students undertaking research and enterprise activities in the University context.

- To ensure that all contracts and agreements comply with the University's policies, and financial regulations, and that appropriate authorisation routes are followed.
- To employ a creative approach to contract negotiation, in order to unlock ways forward that achieve academic goals at the same time as controlling risk for the University.
- To maintain up to date professional knowledge relating to relevant legal and intellectual property matters.
- To maintain awareness of government and funding body policies as they impact on academic contractual issues.
- To be a signatory on University contracts according to delegated schedules of authority which may be amended from time to time.
- To be the lead on responding to any legal complaints related to Research or Enterprise activities, using professional judgement to escalate to senior staff as appropriate.
- To regularly liaise with academic schools and individual staff, communicating policy and process, and seeking feedback on the team's performance.
- To represent the Enterprise Office and the University on internal and external committees and fora as appropriate.
- To develop and maintain effective project management systems that ensure appropriate archiving and retention of documents.
- To provide management information relating to the workload and performance of the contracts team to senior managers.
- To engage and effectively brief external legal advisors, where specialist additional knowledge is required.
- To be a member of the Enterprise Office senior management team, contributing to Enterprise strategy and delivery.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

This role will require occasional travel away from the University to visit external partners, or funding bodies.

Some flexibility in working hours may be required from time to time in order to meet external deadlines.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Director of the Enterprise Office.

Close working is required with other senior members of staff including the Director of the Research Office, Deans and Associate Deans, Head of Student and Graduate Enterprise and other professional service leads.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial experience of contracts negotiation, drafting and administration.	1,2,3
	Experience of devising and implementing new policies and procedures.	1,2,3
	Experience of concluding contractual arrangements with a wide range of external organisations in both the public and private sectors.	
Skills and abilities	Experience of line management of professional services staff in a legal/ contracts setting.	1,2,3
	A strong understanding of contract and intellectual property law.	1,2,3
	An ability to negotiate confidently and creatively with external bodies to achieve good outcomes for both parties.	1,2,3
	Excellent written and verbal communication skills.	1,2,3
	An in depth understanding of charity and company governance structures, and the implications for contracting.	1,2,3
	An ability to distil complex legal and regulatory matters eg state aid, or export control and generate University policies that have implications across multiple support services and academic areas.	1,3
	Ability to manage commercial risks through contractual frameworks, and to troubleshoot when difficulties occur.	1,2,3
	The ability to work effectively as a team with other members of the Enterprise office, and more broadly across the University.	1,2,3
	Ability to influence and persuade at all levels within the university and externally.	1,2,3
	Ability to work independently with minimal supervision.	1,3
Training	A self-motivated approach to professional updating, with evidence of regular, relevant CPD activities.	1,3
Qualifications	Undergraduate Law Degree; or Undergraduate degree in a non-law subject, with a further postgraduate legal qualification.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Significant experience in a similar role within a HEI.	1,2,3
	Experience of negotiating complex agreements relating to intellectual property exploitation.	1,2,3
Skills and abilities	Knowledge of the UK HE funding landscape for research and enterprise.	1,2,3
	An understanding of issues around student intellectual property in an HEI context, and the ability to formulate relevant institutional policies.	1,2,3
Qualifications	Relevant post-graduate qualification (legal, IP, knowledge exchange).	1,2,3
	Evidence of having undergone training in appropriate management and leadership skills. eg ILM Level 5 or above.	1,2,3

Conditions of Service

The position is full time and open-ended. Salary will be on Management and Specialist Grade 8, at £49,772 - £55,998 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Dr Kathryn Walsh, Director of the Enterprise Office by email at k.walsh@lboro.ac.uk or by telephone on 01509 228693.

Applications

The closing date for receipt of applications: **15 February 2017**.

Interviews will be held: **21 February 2017**.