

Senior Contracts and Intellectual Property Advisor

Job Ref: REQ180265

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Enterprise at Loughborough

Research, Teaching and Enterprise are the core academic activities of Loughborough University. The three Pro Vice-Chancellors have responsibility for the 3 areas and for their effective integration.

'Enterprise' is academic engagement with business, public and voluntary organisations to create social, cultural and economic impact through knowledge exchange.

In this intentionally short definition, '*business, public and voluntary organisations*' must be interpreted broadly and includes private, public and charitable sector organisations, public service providers at the point of delivery (e.g. individual schools and hospitals), local, regional and national government, NGOs and community bodies. In many cases, these organisations will be independent of the University but importance is also attached to University support for the formation of spin-out businesses and social enterprises by our staff, students or recent graduates.

Social, cultural and economic impacts arising from academic (especially research) activity enhance the reputation of the University. These impacts are generally associated with innovation, defined broadly, which has a key role to play in promoting growth regionally, e.g. through our Science and Enterprise Park, and beyond.

Knowledge exchange mechanisms include placements, graduate recruitment, programme sponsorship, postgraduate and short course training, licensing, consultancy and research collaboration including secondments (2-way), putting partnerships with business, public and voluntary organisations at the heart of the enterprise agenda.

Job Description

Job Grade: Grade 7 Management and Specialist

Job Purpose

Delivery of our University strategy requires working in partnership with a wide range of external organisations across our research, enterprise and teaching 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 provide comprehensive, proportionate and timely professional advice to the University in relation to a range of contractual agreements between the University and external stakeholders. The post holder will be able to work with minimal supervision in drafting and negotiating a range of the more complex and strategically important contractual arrangements associated with our research and enterprise activities, as well as providing robust advice on matters relating to University intellectual property.

The post is located in the Enterprise Office, but will provide advice across research, enterprise and teaching 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 supporting social enterprise activities. The post holder will work alongside colleagues in IP Exploitation, Partnership Development and Research support ensuring that contractual aspects of work are supported.

Job Duties

- 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 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 provide advice on, negotiate and draft a range of the more complex, strategically important research and enterprise agreements, including multi party collaboration agreements with the private, public and third sectors
- To provide guidance, advice and support in relation to teaching activities which involve private, public and third sector entities
- To maintain up to date professional knowledge relating to relevant legal and intellectual property matters.
- To draft and maintain template agreements for typical contractual matters across research, enterprise and teaching activities.
- To deal with legal challenges associated with existing contracts as they may arise, escalating to senior staff where appropriate.
- To assist the Head of Contracts in implementing local and organisation wide policies and procedures around contracts, agreements and intellectual property matters, including the provision of training to colleagues across the University.
- To contribute to the management of relationships with external and internal stakeholders by being professional and approachable at all times, while having firm conversations where appropriate.
- To work supportively and collaboratively with colleagues within the Contracts Team, across the Research and Enterprise offices more generally and with colleagues across the University's Professional Services and Schools.
- Some supervision and mentoring of the work of the Contracts Advisor.
- To act as professional client to external legal advisors to support the University's enterprise and research activities, where appropriate.
- To open and manage case files in accordance with relevant office procedures.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

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 Head of Contracts.

Close working is required with members of staff at all levels across the University and the post holder is required to work closely with and share their knowledge and experience with all members of the Contracts Team.

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 concluding contractual arrangements with a wide range of external organisations in both the public and private sectors. | 1,2,3 |
| | Demonstrable ability to handle a complex workload with minimal supervision under time pressure. | 1,3 |
| | | |
| Skills and abilities | A strong understanding of contract and intellectual property law. | 1,3 |
| | An ability to negotiate confidently and creatively with external bodies to achieve good outcomes for both parties. | 1,3 |
| | Excellent written and verbal communication skills, with strong attention to detail. | 1,2,3 |
| | An understanding of charity and company governance structures and the implications for contracting. | 1,3 |
| | An understanding of complex legal and regulatory matters e.g. state aid, export control, corporate governance | 1,3 |
| | Ability to manage commercial risks through contractual frameworks, and to troubleshoot when difficulties occur. | 1,3 |
| | An ability to work effectively with other members of the Contracts Team and more broadly across the University. | 1,2,3 |
| | An ability to mentor and contribute to the development of more junior colleagues. | 1,2,3 |
| | Self-motivated, with an ability to work independently with minimal supervision. | 1,2,3 |
| | Strong interpersonal and persuasion skills and an ability to communicate effectively with colleagues of all levels and experience often complex legal concepts. | 1,2,3 |
| | Strong numeracy skills. | 1,3 |
| | | |
| Training | A self-motivated approach to professional updating, with evidence of regular, relevant continuing professional development | 1,2,3 |
| Qualifications | Under graduate law degree or undergraduate degree in non-law subject with a further postgraduate legal qualification or equivalent experience | 1,3 |
| Other | | |
| | | |

Desirable Criteria

| Area | Criteria | Stage |
|----------------------|---|-------|
| Experience | Experience in a similar role within a Higher Education Institution | 1,3 |
| | Experience of negotiating complex agreements relating to intellectual property exploitation | 1,3 |
| Skills and abilities | An understanding of issues around student intellectual property in an HEI context | 1,3 |
| Qualifications | Qualified Solicitor of Graduate member of Cilex or equivalent experience | 1 |
| | | |

Conditions of Service

The position is full time and open ended. Salary will be on Management and Speciality job family grade 7, £39,992 to £47,722 (Salary Scale Points 37-43) 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 Samuel McGinty, Head of Contracts by email at s.a.mcginty@lboro.ac.uk or by telephone on 01509 228494

Applications

The closing date for receipt of applications is **Sunday 29th April 2018**. Interviews will be held on **Monday 14th May 2018**.