

## **Consultancy Contracts Manager**

**REQ210812**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **Department summary**

It is an exciting time to join Loughborough University, as amongst many accolades and awards, Loughborough University was awarded University of the Year in the Whatuni Student Choice Awards 2020, it is ranked 7th in the Complete University Guide 2022, as well as the top ranked university in the Midlands and top ten for student satisfaction. Loughborough was named best university in the world for sports-related subjects for the fifth year running in the QS World University Rankings by Subject 2021. From both our 440 acre campus in the heart of Leicestershire and our postgraduate London campus on Queen Elizabeth Park, the University is enjoying a time of unprecedented achievement. Our distinctive approach to recruiting, retaining and developing the very best people, in a time of change and challenge within the sector, is helping to create the right team to support us to achieve even more.

Loughborough University is a member of the Race Equality Charter which aims to improve the representation, progression and success of minority ethnic staff and students. The University is a Disability Confident Employer, a Government initiative that sets out our commitment to challenge attitudes to and increase understanding of disability, as well as our commitment to removing any barriers that disabled people and people with long-term health conditions might face in the workplace. We are a Stonewall Diversity Champion – affirming our commitment to providing a supportive and inclusive environment for the LGBT+ community.

Loughborough University's ambition is to maintain its status as a world leading Higher Education institution across teaching, research and enterprise, but that doesn't mean standing still. To support this ambition, the University's Research & Enterprise Office plays a leading role in shaping and delivering the University's research and enterprise activities and provides a high quality, added value and seamless service to researchers across the research development pipeline. The Office incorporates a number of different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research & Enterprise Office (REO) also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

### **Job Description**

#### **Job Grade: Management and Specialist Grade 6**

#### **Job Purpose**

The aim of the post is to provide full project life cycle support to academic researchers seeking to undertake and deliver external professional work / consultancy (e.g. quotation preparation, costing and pricing, quotation submission, contract drafting and negotiation, final reports and instruction to invoice).

The post holder will work with the client to understand the project requirements and provide advice and assistance to the academic relating to costing and pricing the project, deliverables and preparing the quote. In addition, the post holder will be required to provide a contracts drafting & negotiation service, ensuring that the appropriate contractual agreements are put in place in a timely and effective manner and reflecting the needs of the University and those of the funder and/or other parties. Working with the Legal Services team and other REO colleagues will be required where more complex contracts and negotiations are required.

## **Job Duties**

- To work with academics providing guidance and support to submit quotations to undertake consultancy activity. This will involve working with external organisations from multiple sectors, type and with differing requirements. This will also involve responding to invitations to tender and quoting for work under framework agreements.
- To provide advice to academic staff on the accurate costing and pricing of quotations using the University's Agresso system. This will include providing guidance on the clients requirements, milestones and reporting requirements.
- To draft, review and negotiate contracts with external collaborators/funding bodies to ensure that they are fit for purpose and that risks and omissions are identified and addressed in accordance with the University's governance processes.
- Undertake appropriate due diligence on the client organisation
- Responsible for ensuring the client requirements are fulfilled and reporting deadlines are adhered to.
- Monitor projects and ensure timely invoicing and reporting as required.
- To work with the Associate Deans for Enterprise and Partnership Development Managers across our academic schools to promote the opportunities of consultancy activity through promotional literature and delivery of workshops.
- To represent the University on regional and national working groups associated with innovation and knowledge exchange projects
- 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 across the University.
- Identify areas for improvement in efficiency by performing reviews of workflow and introducing new systems/processes where appropriate
- To ensure that any changes to eligibility and reporting requirements of clients/funding bodies are captured, communicated and systems modified accordingly.

## **Other**

- To undertake any other duties which may reasonably be required by the Head of Partnership Development that are commensurate with the nature and grade of the post
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Enterprise Office
- This role may require some flexibility in working hours from time to time in order to meet external deadlines.

## **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**

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 Partnership Development Manager (AACME)

## 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	Experience of advising and supporting project teams on costing and pricing, eligibility criteria and reporting requirements.	1, 3
	Significant experience of working in a complex environment with multiple stakeholders, dealing with financial, contractual and project focussed issues in a large organisation.	1, 3
	Experience of securing knowledge exchange funding and managing the collaboration through the full project life cycle	1, 2, 3
	Experience of working in a team-based environment	1, 3
	Experience of project coordination in public, private and/or voluntary sector organisations	1, 3
	Experience of drafting and negotiating legal documentation	1, 2, 3
Skills and abilities	Ability to influence change at all levels within a project and maintain effective working relationships	1, 3
	Excellent IT skills including Microsoft Office	1, 3
	Excellent interpersonal skills and the ability to work as an effective part of a team as well as independently as required.	1, 3
	Strong organisation skills with the ability to multi task, prioritise and take responsibility for meeting deadlines, while ensuring a high level of attention to detail is maintained at all times.	1, 3
	Confident contract negotiator with an ability to translate commercial considerations into contractual provisions	1, 2, 3
	Knowledge of basic contract structures	1, 2, 3
	Able to provide practical, pragmatic and outcomes focussed contract advice, with the ability to evaluate project risks and escalate appropriately internally	1, 3
Training	A willingness to undertake further training as appropriate and to initiate and adopt new procedures as and when required	1, 3
Qualifications	A degree in any discipline, or equivalent professional experience	1, 3
Other	Commitment to observing the University's Equal Opportunities policy at all times	1, 3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	1, 3

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of using Agresso, customer relationship management and contract management tools.	1,3

## Conditions of Service

The position is full-time, but is considered to be suitable for job share applications. Salary will be on Management & Specialist Grade 6, £31,406-40,927 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 grade 6 and above 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/>

## Applications

The closing date for receipt of applications is **Sunday 26 September 2021**. Interviews will be held on **Wednesday 6 October 2021**.