

## **JOB TITLE: Research & Innovation Contracts Manager (STEER)**

**Job Ref: REQ230061**

**As part of the university's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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

The Research & Innovation Office plays a leading role in shaping and delivering the University's research and innovation 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 & Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

### **Job Description**

**Job Grade: Grade 6**

**Full-Time (or Part Time minimum 0.8FTE), Fixed Term to 31<sup>st</sup> March 2025**

#### **Job Purpose**

The post holder will work as part of a small team within the busy Research & Innovation Contracts Team to deliver a high-quality Research & Innovation Contracts service.

Guided by the Senior Research & Innovation Contracts Manager, the postholder will be required to review, draft, and negotiate contracts and collaboration agreements, ensuring that they are put in place in a timely and effective manner, reflecting the needs of the University and those of the funder and /or other parties both at the start and during the life of the project. Where necessary, for complex contracts and agreements the post holder will liaise with the University's central Legal Services Team.

#### **Job Duties**

##### **Team Management**

- Implement, monitor and maintain consistent procedures and processes as directed by the Senior Research & Innovation Contracts Manager.

##### **Support and Guidance**

- Provide advice and guidance to Research Support Team members regarding matters relating to research contracts (e.g. whether the Terms and Conditions of a Funding Body would be acceptable to the University; guidance on interpreting pre-existing contracts and agreements)

- Providing advice to other members of the Research Support Team regarding the setup and administration of a Contract once fully executed.

### **Contract negotiation**

This section relates to various contractual documents including Grant Disbursement Agreements, Research Collaboration Agreements, Non-Disclosure Agreements, Material Transfer Agreements, Equipment Loan Agreements related to research and innovation activity.

- 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 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.
- Review and negotiate contracts presented by partner and funding organisations to ensure they are fit for purpose and in accordance with the university's standard position and that risks and omissions are identified and addressed appropriately.
- Draft contracts to support research projects, identifying and using appropriate templates as a starting point.
- Negotiate redrafts in response to partner and funding organisations' comments and amendments with the aim of reaching a mutually acceptable contract.
- Refer any post award legal challenges associated with existing contracts as they may arise to the Senior Research & Innovation Contracts Manager or to the central Legal Services Team as appropriate.
- Support academic investigators and researchers to understand and comply with the legal obligations of research grants and contracts, especially in relation to confidentiality provisions and the management of intellectual property with appropriate reference to the Senior Research & Innovation Contracts Manager, the Legal Services Team and the Commercialisation team.
- Ensure adherence with the University's contracting standards, policy, templates and procedures, as advised by the Senior Research & Innovation Contracts Manager and central Legal Services Team
- To open and manage case files in accordance with relevant office procedures.

### **General Duties**

- Represent the University internally and externally, as appropriate.
- Forge and maintain excellent working relationships across the university with all stakeholders including academic staff, professional support staff and students.
- Carry out specific administrative roles and functions as may be reasonably required e.g. to take part in or act as chair of committees and working groups.
- Engage and support and deliver, when required, training programmes in the university (e.g. providing an overview of Research Contracts to new academics and research support staff)
- 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.

It is expected that the post holder will undertake appropriate duties, commensurate with the grading of the post.

### **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.

## 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
- 3 – Interview

Area	Essential	Desirable	Stage
<b>Experience</b>	Previous experience of dealing with complicated administrative and/or contractual project-focussed issues in a large complex organisation.	Demonstrable experience of working within a University or similar organisation where research is a core activity.	1,3
	Awareness of the terms and conditions that should be included in relevant research agreements such as collaboration agreements and studentship agreements	Experience of working in a similar role in a University or similar organisation	1,2,3
	Experience of working in a team-based environment		1,3
<b>Skills and abilities</b>	Excellent interpersonal and persuasion skills		1,3
	Self-motivated, with an ability to work as an effective part of a team as well as independently when required		1,3
	Ability to relate to academic staff, represent their interests and to work in liaison with them, and other senior support staff as part of an institutional team approach	An understanding of and an empathy with the research environment of the University and its significance for the University, the individual researcher, students and the community.	1,2,3
	Ability to work in a methodical and accurate manner, having a high level of attention to detail.		1,2,3
	Ability to prioritise workload, working to tight deadlines and use initiative where appropriate		1,2,3
		Confidence in dealing with Intellectual Property and Contract Law.	3
	Ability to present information (written and oral) clearly, persuasively and enthusiastically		1,3
<b>Training</b>	Self-motivated approach to undertaking further training and professional development as appropriate.		3
<b>Qualifications</b>	A good honours degree or professional qualification and/or equivalent professional experience		1

## Conditions of Service

The position is Full Time and Fixed Term to 31<sup>st</sup> March 2025, however we would be happy to consider requests to work part time with a minimum of 0.8FTE. Salary will be on Management and Specialist Grade 6 £32,348 to £42,155 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/>