

Research & Innovation Contracts Officer

REQ240672

As part of the university's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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: AD5

Organisational Responsibility

Reporting to a Research and Innovation Contracts Manager within the Research and Innovation Office.

Job Purpose

The post holder will work as part of a small team within the busy Research and Innovation Office to support the delivery of a high-quality Contracts service in support of the University's research and innovation grant portfolio.

Guided by a Research and Innovation Contracts Manager, and supported by the Senior Research and Innovation Contracts Manager, the Research and Innovation Contracts Officer will be required to provide a high level of Contracts Administration Support. This will include, but is not limited to, management of a shared email inbox, setting up of new cases on relevant databases and spreadsheets and logging and storage of fully executed agreements. The postholder will also review, draft, and negotiate simple 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.

Part of the role is to minimise the administrative burden for the Research and Innovation Contract Managers. As such the postholder will liaise with the Research and Innovation Contract Managers in areas such as sending out contracts for review to external parties, and then chasing up responses, and passing those on to the Research and Innovation Contracts Manager(s) in an organised way.

Job Duties

Contract Administration

Responsibilities in this area will include:

- Management of the team's shared inboxes.
- Setting up of new cases on relevant databases and spreadsheets, and providing support to the Senior Research and Innovation Contracts Manager regarding allocation.
- Logging and storage of fully executed agreements.
- Disseminating Cases for review/signature to external parties and organising the responses.

Support and Guidance

Supported by the Research and Innovation Contracts Manager(s), the post holder will provide advice and guidance to professional support and academic staff regarding matters relating to research and innovation 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); and regarding the setup and administration of a Contract once fully executed.

Contract negotiation

With the support of the Research and Innovation Contract Manager, the Research and Innovation Contracts Officer will review, draft and negotiate of simple contracts and collaboration agreements, comprising various contractual documents including Research Collaboration Agreements, Non-Disclosure Agreements, Material Transfer Agreements, Equipment Loan Agreements and Amendments related to research activity.

Additionally, the Postholder will be responsible for tracking the progress of a set of contracts (NDAs, MTAs, Variations)

Responsibilities in this area will include:

- To open and manage case files in accordance with relevant office procedures.
- Under the guidance of a Research and Innovation Contracts Manager, review and negotiate simple 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 simple 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.
- To contribute to the management of relationships with external and internal stakeholders by being professional and approachable at all times.
- Refer any post award legal challenges associated with existing contracts as they may arise to the Senior Research and 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 Research and Innovation Contracts Manager(s), the Senior Research and 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 central Legal Services Team.

General Duties

- To forge and maintain excellent working relationships across the University with all stakeholders including academic staff, professional support staff and students.
- To carry out specific administrative roles and functions as may be reasonably required.

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

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
Experience	Previous experience of supporting complicated administrative 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
	Experience of working in a high volume team-based environment	Experience of working in a similar role in a University or similar organisation	1,2,3
Skills and abilities	Excellent interpersonal and persuasion skills		1,3
	Self-motivated, with an ability to use initiative when working as an effective part of a team as well as independently when required		1,3
	Ability to relate to others, 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, productive 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
Qualifications	Educated to A level or equivalent or have significant experience in a relevant role.		1

Conditions of Service

The position is FULL TIME and OPEN-ENDED, however PART-TIME at a minimum of 0.8FTE will be considered. Salary will be on Administrative Services Grade 5 £27,979 to £32,982 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/>