

Research and Innovation Contracts Manager (maternity cover)

REQ250975

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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: Management and Specialist Grade 6

Full-Time

Job Purpose

The post holder will work within the busy Research and Innovation Contracts Team to deliver a high-quality Research and Innovation Contracts service.

Reporting to the Senior Research and Innovation Contracts Manager, the postholder will be required to review, draft, and negotiate contracts, 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

Contract Negotiation

This section relates to various contractual documents including Research Collaboration Agreements, Non-Disclosure Agreements, Material Transfer Agreements, Consultancy Agreements, funder terms and conditions, and any other agreements related to research and innovation activity.

- Draft contracts to support research and consultancy projects, identifying and using appropriate templates as a starting point.

- 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.
- Negotiate redrafts in response to partner and funding organisations' comments and amendments with the aim of reaching a mutually acceptable contract.
- To manage a portfolio of contacts and to update Contracts Databases in order for the Senior Research & Innovation Contracts Manager to have an overview of workload and contract statuses.
- To employ a creative and pragmatic approach to contract negotiation, in order to unlock ways forward that achieve academic goals at the same time as controlling risk for the University.
- Support academic investigators and researchers to understand and comply with the legal obligations of grants and contracts, especially in relation to confidentiality provisions and the management of intellectual property with appropriate reference to the Senior Research and Innovation Contracts Manager, the Legal Services Team and the IP Management and Commercialisation team.
- To seek advice from other departments where appropriate (e.g. IT Services) to ensure that the legal obligations of a contract can be complied with.
- Ensure adherence with the University's contracting standards, policy, templates and procedures, as advised by the Senior Research and Innovation Contracts Manager and central Legal Services Team.
- To escalate terms that are outside the University's contracting standards for senior approval, in line with the University's Approvals Policy.
- To keep academics and school-based colleagues updated on the progress and status of their individual projects.
- To manage and close case files in accordance with relevant office procedures.
- 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.

Support and Guidance

- Provide advice and guidance to Research and Innovation Pre and Post Award Teams regarding matters relating to research and consultancy 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).
- Provide advice to members of the Research and Innovation Post-Award Team regarding the setup and administration of a Contract once fully executed.
- Provide support, advice, guidance and training to the Research & Innovation Contracts Officers as may be required.

General Duties

- To work supportively and collaboratively with colleagues across the University, forging and maintaining excellent working relationships with all stakeholders including academics and professional support staff.
- To represent the University internally and externally, as appropriate.
- To carry out specific administrative roles and functions as may be reasonably required e.g. to take part in committees and working groups.
- Engage and support and deliver, when required, training programmes in the university (e.g. providing an overview of contractual terms to new academics and Pre and Post Award team members).
- To monitor and maintain consistent procedures and processes as directed by the Senior Research and Innovation Contracts Manager.
- To continuously maintain and develop legal, commercial and regulatory knowledge specific to research and innovation activities, including current University policies and strategic aims, and relevant national legislation, judicial developments and Government initiatives.
- Work with colleagues across Research and Innovation as well as other stakeholders to review and develop policies, processes and systems to support the negotiation of contracts.
- To ensure that any changes to eligibility and reporting requirements of clients/funding bodies are captured, communicated and systems modified accordingly.

Other

- To engage in training programmes which are consistent with your own needs and aspirations of those of the Research and Innovation 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.

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

Special Conditions

This role may 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 Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which includes Belonging and Inclusion.

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/ Presentation
- 3 – Interview

Area	Essential	Desirable	Stage
Experience	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
	Previous experience of contract negotiation, including the resolution of conflict and proposal of mutually acceptable terms.	Experience of working in a similar role in a University or similar organisation	1, 2, 3
	Awareness and knowledge of the principles of contract law and an understanding of basic contractual terms.	Awareness of the terms and conditions that should be included in relevant research agreements such as collaboration agreements and studentship agreements. Awareness of the difference requirements of a research contract as opposed to a consultancy contract.	1, 2, 3
		Experience of using contract management tools.	1,3
Skills and abilities	Excellent interpersonal and persuasive 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 colleagues from different departments, 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, 3
	Ability to work in a methodical and accurate manner, having a high level of attention to detail.		1, 3
	Confident contract negotiator with an ability to translate commercial considerations into contractual provisions.		1, 2, 3
	Confidence in dealing with Contract Law.	Confidence in dealing with Intellectual Property Law.	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
	Ability to present information (written and oral) clearly, concisely, persuasively and enthusiastically.		1, 2, 3
	Ability to prioritise workload, working to tight deadlines and use initiative where appropriate.		1, 3

Training	Self-motivated approach to undertaking further training as appropriate and to initiate and adopt new procedures as and when required		1, 3
Qualifications	A good honours degree or professional qualification and/or equivalent professional experience.		1, 3

Conditions of Service

The position is full-time, however we would be happy to consider requests to work part-time with a minimum of 0.8FTE. This is a fixed term maternity cover for 12 months, or earlier return of postholder.

Salary will be on Management & Specialist Grade 6, £35,608 - £46,049 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/>