ROLE PROFILE

Job Title: Research Contracts Officer
School/Department: Research & Innovation
Job Family and Level: Administrative, Professional and Managerial Level 5
Contract Status: Permanent
Hours of Work: Full-time (36.25 hours per week)
Location: Jubilee Campus, Triumph Road
Reporting to: Head of Research Contracts

The Purpose of the Role:
The role is based within a busy, diverse and vibrant research-focused Contracts team. The purpose of the role is to work with colleagues across Research and Innovation and within Schools and Faculties to facilitate research and knowledge exchange activity by providing an efficient contract support service to the University research community, primarily through the expert and timely drafting and negotiation of research contracts.

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<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td>1. To draft and negotiate complex research agreements which fully reflect the University's requirements, working pro-actively with academics, funders and collaborative partners. Agreements may include sponsored research agreements, collaboration agreements, framework agreements, clinical trial agreements, services rendered agreements, material transfer agreements and confidentiality agreements. The Research Contracts Officer will have access to a suite of template agreements to assist them in expediting contract execution. They will use judgement, initiative, creativity and pragmatism in negotiating agreements in order to arrive at a position which is fair and reasonable for all parties, whilst protecting the interests of the University.</td>
<td>60%</td>
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<td>2. To manage and prioritise a substantial, varied and sometimes complex workload in a high throughput environment. Frequent handling of conflicting aspirations of contracting parties whilst responding sensitively to the requirements of the University, academic community and funders, thereby working to Research &amp; Innovation service delivery objectives.</td>
<td>10%</td>
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<td>3. To liaise with customers (both internal and external) on a diverse range of research business and University administration matters arising from the full operational research project management process, ensuring compliance with University policy, legislative, regulatory and funder requirements. To liaise with School research managers in order to understand the research context, including attending departmental and management level meetings to report on portfolio progress and advise on arising contractual issues.</td>
<td>10%</td>
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<td>4. To provide support and direction to other members of the team, as required.</td>
<td>5%</td>
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<td>5. To contribute towards the development and implementation of effective procedures and systems relating to the research contracting activity of the University, including developing and maintaining standard agreements, working procedures and other</td>
<td>5%</td>
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documentation, helping to communicate these as appropriate and managing and maintaining effective records on the online case management system, ensuring a clear and transparent audit trail of progress.

6. To work with Financial and Business Services and other Research & Innovation teams, including Pre Award, Post Award, EU, Research Governance, Corporate Partnerships and Intellectual Property Management and Commercialisation, to deliver a timely, customer focussed, integrated service, working towards seamless interfaces and promoting Research & Innovation’s reputation for professionalism and customer focus, both amongst academics and industrial sponsors. 5%

7. Any other duties appropriate to the grade and role, including performing certain duties usually performed by the Head of Research Contracts in their absence. 5%

### Knowledge, Skills, Qualifications & Experience

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<tr>
<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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| qualifications/education | • Professional legal qualification with current UK practising certificate or international equivalent. OR
• Proven track record of substantial research contract negotiation experience in the Higher Education sector or similar. | • Familiarity with the work practices, processes and procedures relevant to the role, including broader commercial awareness relating to research and innovation activities generally. 
• Knowledge of the work of others inside and outside the University relevant to the University's research and innovation activities. 
• Experience of supervising or managing the work of others. |

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<th>Skills/Training</th>
<th>Essential</th>
<th>Desirable</th>
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| skills/training | • Strong organisation, workload management, planning and co-ordination skills with the ability to work under pressure and to tight deadlines. 
• Detailed understanding of contract and commercial law and ability to provide advice and guidance on complex contractual issues. 
• Strong communication, drafting and negotiation skills. 
• Excellent interpersonal and team-working skills and track record of building productive relationships in support of a similar or relevant role. | • Experience of drafting and negotiating agreement types relevant to the role. 
• Proven analytical and problem solving capability, employing a pragmatic and flexible approach. 
• Negotiation and liaison with key internal and external customers and stakeholders (e.g. senior academics/directors/financial officers/senior management). 
• Experience of successfully managing a complex and substantial workload. 
• Experience of balancing and being able to resolve successfully conflicting contractual requirements across multiple parties. 
• Experience of building strong and productive relationships with and successfully managing the expectations of multiple stakeholders. |

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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| experience | • Experience of drafting and negotiating agreement types relevant to the role. 
• Proven analytical and problem solving capability, employing a pragmatic and flexible approach. 
• Negotiation and liaison with key internal and external customers and stakeholders (e.g. senior academics/directors/financial officers/senior management). 
• Experience of successfully managing a complex and substantial workload. 
• Experience of balancing and being able to resolve successfully conflicting contractual requirements across multiple parties. 
• Experience of building strong and productive relationships with and successfully managing the expectations of multiple stakeholders. | • Experience in higher education institution or research institution. 
• Experience in providing legal advice in a research environment. 
• Proven track record of substantial research contract negotiation experience in the Higher Education sector or similar. 
• Direct experience of a research and innovation professional support environment. 
• The ability to learn by experience, accumulating a wide range of relevant knowledge with the ability to apply such knowledge to arising situations. 
• Experience of drafting and negotiating agreement types relevant to the role. 
• Working knowledge of IP management issues. |
| Statutory/Legal                      | Research contract management and interpretation of contractual terms relevant to the research project.  
|                                  | Experience of working in a customer-focussed team and a continuous improvement environment.  
|                                  | Awareness of ongoing developments in relevant legislation.  
|                                  | Detailed knowledge of legislation applicable to the University as a charity and public body.  
|                                  | Detailed knowledge of regulatory changes affecting the higher education sector.  

**Additional Information**

Management of the day to day legal matters relating to the research and innovation activity of the University in line with University policy during the absence of line manager.

The building and maintenance of effective working relationships with sponsors greatly enhancing subsequent negotiations and adding further value to the portfolio.

*The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.*