Purpose of role

The Research Contracts team aims to provide an excellent, flexible, responsive and proactive service to the University and its stakeholders. This role will have overall managerial responsibility for the Research Contracts team and its considerable portfolio and will provide expert advice and guidance, leading or overseeing negotiations on particularly complex or strategically important contracts, building and maintaining strong relationships across and outside the University. The post holder will develop, lead, and proactively manage the team, to deliver outstanding performance, identifying with them objectives and progress-tracking mechanisms to support success.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>To provide contractual expertise and service leadership</td>
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<tr>
<td>▪ Be the lead University expert in research contracting, setting standards and providing specialist guidance to team members engaged in negotiations of varying complexity. Exercise sound judgement in risk/benefit decisions</td>
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<tr>
<td>▪ Lead or oversee the negotiation of particularly complex, non-standard, high-risk contracts and those of strategic importance to the University.</td>
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<tr>
<td>▪ Advise and mentor team members engaged in complex negotiations where expert support is required.</td>
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<tr>
<td>▪ Assess emerging service requirements and resource levels and lead on the development and implementation of major University-wide projects and initiatives in support of this area, eg IT solutions.</td>
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<tr>
<td>▪ Maintain awareness of regulatory, legislative and funder requirements and changes, ensuring that policy and practice supports University compliance in this area.</td>
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<tr>
<td>▪ Manage critical and urgent arising local or national issues that may have significant impact on the service. Oversee the introduction of new guidance where required recommending/arranging external specialist expertise where appropriate.</td>
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<tr>
<td>To develop and focus the team to deliver strong performance</td>
<td>Insert %</td>
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<tr>
<td>▪ Develop with the team a plan to shape strategic direction, provide focus and deliver a high-performing and customer-focused service, aligning priorities with University strategy and Research Operations objectives.</td>
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</tbody>
</table>
- Promote a culture of continuous improvement, maintaining an awareness of innovative working practices in the sector, and adopting change where appropriate.
- Lead, manage, and motivate team staff, in particular direct reports, developing their contractual and managerial skills and their effectiveness as line managers, whilst promoting and overseeing the wellbeing, engagement and effectiveness of team members.
- Promote a positive and pro-active approach to challenges, providing constructive feedback to team members and supporting them to achieve personal objectives.
- Conduct regular catch-up meetings with direct reports, and team meetings which monitor and drive progress against the agreed team plan.

**Effective processes, systems and structure and reporting mechanisms**

- Develop and maintain effective policies, processes, systems and structures, consulting with internal University stakeholders as appropriate, to ensure transparency of workflow and best use of resources, minimising unnecessary delay and ensuring efficient throughput of work by the team.
- Lead the team in developing easy-to-report measures for workflow tracking, reporting and proactive management by team managers, establishing principles for work prioritisation and regular review of workloads.
- Provide strategic planning reports and recommendations on the future development of the service with a planning timescale of months and years.

**Wider departmental responsibilities**

- Work with colleagues at all levels of Research & Innovation and from across the University to provide high level professional expertise and advice in research-related legal and contract matters, developing and promoting effective interfaces and a shared understanding of priorities and working practices across teams.
- Contribute at a strategic level to the continuing development and operational planning of the department as a whole through participation at relevant committees and forums. Inform and influence department policy formulation and service level statements.
- Contribute as a member of the departmental management team which considers, develops and aligns department strategy with the overall strategy of the University.

**External profile and networking**

- Represent the service at senior levels within the University to provide specialist advice and to promote the work activities of the department.
- Network with colleagues in the sector, outside agencies and organisations, maintaining an up-to-date awareness of pertinent developments (eg changes in IP law, best practice in the sector), to identify joint actions on policy and promote the interests of the University, ensuring that the team is kept up-to-date and that policies and procedures reflect best practice.
- Keep abreast of current and emerging developments in contracts management, both inside and outside the HE sector that may be used to enhance the service and efficiency.
Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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</table>
|                                 | ▪ Excellent legal drafting skills, and well-developed understanding of risk management principles as they relate to research contracting  
▪ Track record of developing pragmatic, collaborative and innovative solutions to contractual challenges  
▪ High level of self-organisation, including excellent time management and ability to prioritise tasks, work under pressure and handle a challenging contract portfolio  
▪ Able to operate confidently, at all levels  
▪ Strong analytical skills and ability to prepare well-argued policy, strategy and position papers at a senior level | ▪ Excellent IT skills                                                                                                                                          |
| Knowledge and experience        | ▪ Strong interpersonal and communication skills, including motivating, negotiating, influencing, relationship building and excellent team leadership/staff development skills  
▪ Excellent understanding of issues related to contract law and intellectual property  
▪ Experience of negotiating and drafting research and commercial contracts / IP agreements /collaborative contracts with or for a research-intensive university  
▪ Well-developed understanding of risk management principles as they relate to research contracting  
▪ Working knowledge of common HE procedures, practices and imperatives governing the management of research  
▪ Experience of working with and influencing people at all levels  
▪ Proven change management experience. | ▪ Experience of working with systems to support research contract activity  
▪ Track record of running and motivating a high performing team in a customer-focussed, quality-oriented service environment, preferably in an HE context |
The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

<table>
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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
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<tbody>
<tr>
<td>• A good honours degree or equivalent</td>
<td>• A legal qualification</td>
</tr>
</tbody>
</table>

Valuing people
Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

Taking ownership
Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

Forward thinking
Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition.

Professional pride
Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

Always inclusive
Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.
Key relationships with others

Line manager

Role holder

Key stakeholder relationships

- Director of Research Operations
- Head of Research Contracts
- Direct Reports/ team members
- University Colleagues
- Funders and collaborators