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| Job title | Research Contracts Manager | Job family and level | Administrative, Professional and Managerial Level 5 |
| School/ Department | Research & Innovation | Location | Jubilee Campus / Hybrid Working |

Purpose of 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.

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % time per year |
|---|---|------------------------|
| 1 | <p>Draft and negotiate research agreement</p> <ul style="list-style-type: none"> To draft and negotiate complex research and research related 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 Manager 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. | 60% |
| 2 | <p>Manage and monitor workload</p> <ul style="list-style-type: none"> 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 & Innovation service delivery objectives. Manage and monitor workflow and organize line reports work portfolio as required. | 10% |

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| 3 | <p>Liase with stakeholders</p> <ul style="list-style-type: none"> ▪ To liase 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 liase with School research managers in order to understand the research context, including attending departmental and management level meetings to report on portfolio progress and provide advice on arising contractual issues. To provide regular reporting on workflow to internal customers, as required | 10% |
| 4 | <p>Line management</p> <ul style="list-style-type: none"> ▪ To provide line management, appraisal, support to and development of other members of the team reporting to the post holder, ensuring successful and efficient delivery of contracts service | 5% |
| 5 | <p>Effective procedures and systems</p> <ul style="list-style-type: none"> ▪ Using continuous improvement, 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 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 | 5% |
| 6 | <p>Customer focused service</p> <ul style="list-style-type: none"> ▪ To work with Research & Innovation teams, including Pre Award, Post Award, 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 | <p>Other duties as required</p> <ul style="list-style-type: none"> ▪ 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% |

Person specification

| | Essential | Desirable |
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| Skills | <ul style="list-style-type: none"> ▪ 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 ▪ Ability to manage and motivate a team to ensure objective are achieved ▪ Excellent interpersonal and team-working skills and track record of building productive relationships in support of a similar or relevant role. | <ul style="list-style-type: none"> ▪ 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. |
| Knowledge and experience | <ul style="list-style-type: none"> ▪ 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. | <ul style="list-style-type: none"> ▪ 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. ▪ 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. |
| Qualifications, certification and training (relevant to role) | <ul style="list-style-type: none"> ▪ Law degree or Professional legal qualification or equivalent OR | |

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| | <ul style="list-style-type: none"> ▪ Proven track record of substantial research contract negotiation experience in the Higher Education sector or equivalent role/job. | |
| Statutory, legal or special requirements | <ul style="list-style-type: none"> ▪ Awareness of ongoing developments in relevant legislation. | <ul style="list-style-type: none"> ▪ Detailed knowledge of legislation applicable to the University as a charity and public body. ▪ Detailed knowledge of regulatory changes affecting the higher education sector. |



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:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



