



Job title	Research Contracts Manager (Industry)	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 provide specialist contracts support for industry funded research contracts or industry/university collaborative research contracts, working with colleagues across Research and Innovation and within Schools and Faculties, to enable research and knowledge exchange activity.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Review, draft and negotiate industry funded research contracts and other related industry/University research contracts</p> <ul style="list-style-type: none"> ▪ Review, draft and negotiate a variety of complex industry funded research and services related contracts and Industry/University collaborative research agreements across the University disciplines to ensure that these contracts reflect the University's requirements, working pro-actively with academics, funders and collaborative partners. ▪ The post holder will work closely with the Engagement and Partnerships Team and the IP Commercialisation team within Research and Innovation Division and other stakeholders involved in supporting knowledge exchange and researchers in the University. ▪ The post holder is expected to liaise and set up relationship with contracts specialist or legal advisors at the relevant industrial partner or funder to facilitate better working relationship to ensure the contract requirements of the parties and the interest of the University are aligned. ▪ The post holder will be expected to be strategic, use initiative, judgement, 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%

	<ul style="list-style-type: none"> The Contracts Manager will be expected to maintain and review a suite of template agreements for industry/academia collaborative projects to ensure sector best practice is incorporated into University contracts in order to assist them in expediting contract execution. 	
2	<p>Identify and manage contract risks</p> <ul style="list-style-type: none"> To use knowledge and understanding of different funding mechanisms for industry/academia collaborations to provide clear and pragmatic advice to key stakeholders after identifying and assessing relevant contractual risks and noting the implications this has on IP ownership, use and publication. To utilise specialist knowledge to ensure contractual and legal risks are identified, weighing up risk against reward and the development and implement effective risk mitigation strategies and actions, whilst working closely with Research Operations colleagues, to cover areas such as export control, data protection, subsidy control, Trusted Research and NSIA. Generally, to ensure compliance with legal and regulatory requirements. Closely work with Legal Services, were required, in providing advice or resolution of disputes. 	10%
3	<p>Manage workflow</p> <ul style="list-style-type: none"> To manage and prioritise a substantial, varied and complex workload in a fast paced 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. To keep abreast of new developments including changes in relevant policy and legislation. 	10%
4	<p>Point of contact and liaison</p> <ul style="list-style-type: none"> Be first point of contact for business development/research partnership staff within R&I and other functions in the University for Industry/University contracts to discuss potential contractual issues and provide guidance on possible solutions. To work closely and share best practice with colleagues Research Contracts Team. To provide specialist contract advice and training on contractual matters particularly industry funded or led contracts and liaise with School research managers in order to understand the research and industry context, including attending departmental and management level meetings where required. To provide regular reporting on workflow to internal customers, as required. 	10%
5	<p>Effective procedures and customer service</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 	5%

	<p>appropriate and managing and maintaining effective records on the online case management system, ensuring a clear and transparent audit trail of progress</p> <ul style="list-style-type: none"> To work with Research & Innovation teams, including Pre Award, Post Award, Research Governance, Engagement and Partnerships Team and the IP Commercialisation team, 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 funders. 	
6	<p>Other duties as required</p> <ul style="list-style-type: none"> Work closely with the Head of Research Contracts to ensure successful delivery of service, and conduct any other duties appropriate to the grade and role, including duties delegated by the Head of Research Contracts. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Significant experience of drafting agreement types relevant to the role particularly of negotiating complex and varied agreements with industrial partners. Strong organisation, workload management, planning and co-ordination skills with the ability to work under pressure and to tight deadlines. Detailed application of contract and business law and practical experience of providing advice and guidance on complex contractual issues in industry funded agreements or similar University collaborative industry agreements including on areas such as IP, subsidy control, export control, Trusted Research and NSIA. 	<ul style="list-style-type: none"> Familiarity with the work practices, processes and procedures relevant to the role, including industry awareness relating to research and innovation activities. <p>Knowledge of the University's research and innovation activities.</p>
Knowledge and experience	<ul style="list-style-type: none"> Proven analytical and problem solving capability, employing a pragmatic and flexible approach, particularly resolving successfully conflicting contractual requirements. 	<ul style="list-style-type: none"> Hands on experience in providing legal advice in a research or commercial environment. Direct experience of a research and innovation professional support environment.

	<ul style="list-style-type: none"> ▪ Substantial experience of successfully managing a complex and heavy workload of industry funded research contracts or industry/university collaborative research contracts ▪ Significant experience of being strategic, building strong and productive relationships with industry stakeholders and successfully managing expectations ▪ Detailed knowledge of different funding mechanisms for industry/academia collaborations. 	<ul style="list-style-type: none"> ▪ Long standing experience of working in a customer-focused 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 Proven track record of substantial contract negotiation experience with industry contracts in the Higher Education sector or equivalent role/job. 	
Statutory, legal or special requirements		<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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

