

Job title	Research Contracts Officer	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Research and Innovation	Location	Jubilee Campus

Purpose of role

The role is based within a busy, diverse and friendly Research Contracts team, within Research Operations. 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 contractual support service to the University research community, primarily through the expert and timely drafting and negotiation of research contracts and proactive management of their workflow.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Agreement drafting and negotiation To draft and negotiate research agreements which fully reflect University requirements across a range of complexity, working pro-actively with academics, funders and collaborative partners and building productive School and Faculty relationships. Agreements may include collaboration agreements, studentships, material transfer agreements and confidentiality agreements. Where appropriate, the post holder will use template or customised template agreements to expedite contract execution. During negotiations the role holder will use judgement, initiative, creativity and pragmatism to conclude agreements under which research projects will be undertaken giving a fair and reasonable position for the parties.	65%
2	Workload management The post holder will manage their own time and prioritise a substantial varied and dynamic workload in a high throughput environment. They will frequently handle conflicting aspirations and wishes of the parties involved whilst responding sensitively to the requirements of the University, academic community and sponsors to achieve Research & Innovation's service delivery objectives.	10%
3	Input to agreement templates and team working processes To maintain and update standard template agreements relating to agreement types within the remit of the role and as approved by the line manager. To contribute to the development and review of working procedures and other documentation as appropriate in order to promote the continuous improvement of the contract negotiation process	2%

4	Maintaining seamless interfaces with other teams To work with other Research & Innovation teams, including Pre Award, Post Award, Trusted Research & Ethics, Governance, IP & Corporate Partnerships, to deliver a timely, customer focused, integrated service, contributing to seamless interfaces and to Research & Innovation's reputation for professionalism and customer focus, both with academics and industrial sponsors.	8%
5	Maintaining accurate records To manage and maintain records for tracking progress on the University database and provide management information ensuring a clear audit trail for each project.	8%
6	Responding to requests for research into contractual issues To carry out research into contractual and legal issues impacting research delivery, as requested by Contracts Managers and Head of Research Contracts	2%
7	Other appropriate duties Any other duties appropriate to the grade and role	5%

Person specification

	Essential	Desirable
Skills	- Strong organisation and workload management, planning and co-ordination skills with the ability to work under pressure and to tight deadlines or experience of successfully managing a complex and substantial workload and working with a high volume of files - Strong communication and excellent interpersonal and team-working skills and track record of building strong productive stakeholder relationships in support of a similar or relevant role and experience of expectation management. - Proven analytical and problem-solving capability, employing a pragmatic and flexible approach. - Demonstrable people focus, delivering services in a way which is pragmatic and professional and aiming for continuous improvement	
Knowledge and experience	Proven experience or track record of substantial drafting reviewing and negotiating research and research-related contracts in the	Good knowledge of and awareness of applying relevant areas of law in the HE sector including charity law, data

	Higher Education sector or similar and ability to provide advice and guidance on complex contractual issues or key research contract clauses (e.g. intellectual property, confidentiality, VAT, warranties and indemnities)	protection, research governance regulations, clinical trials legislation and other relevant laws. ▪ Experience of work practices, processes and procedures relevant to the role, particularly supporting contracts in Medicine and Health Sciences.
Qualifications, certification and training (relevant to role)	▪ Law degree or Professional legal qualification or equivalent or ▪ Proven track record of substantial research contract negotiation experience in the Higher Education sector or equivalent role/job.	



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



