



## Candidate Information

**Position:** Contracts Associate  
**School/Department:** Research and Enterprise  
**Reference:** 22/109757  
**Closing Date:** Monday 25 April 2022  
**Salary:** £28,756 - £33,309 per annum  
**Anticipated Interview Date:** 9 May 2022

### JOB PURPOSE:

To prepare, negotiate and execute contracts ensuring that the interests of the University are protected in relation to intellectual property, contract research, consultancy and technical services, thereby enabling significant commercialisation outcomes to be achieved.

### MAJOR DUTIES:

1. Contribute to the mission and strategic priorities of the University, particularly in relation to the expansion and diversification of its income base through the protection of the University's position in contracts relating to Intellectual Property (IP), confidentiality, liability, research governance and commercialisation of research.
2. Provide specialist advice and assistance in the preparation, negotiation and execution of a range of contracts and other legal documents, including Research Contracts, Collaboration Agreements, Non-Disclosure Agreements, Material Transfer Agreements, Licence Agreements, IP Transfer Agreements. Assist in the negotiation of disputed contractual clauses and manage any disputes in relation to IP or other contract agreements. Evaluate and advise the University on risk mitigation associated with warranties and liabilities.
3. Liaise with external funding agencies including Research Councils, Government Departments, charities and commercial organisations to negotiate contractual obligations. For each research funding application and commercial funding opportunity ensure correct contract documentation is developed, executed in a timely and efficient manner, recorded and retained.
4. Work with other members of staff and the University's external legal resources to develop and maintain a portfolio of contract templates and implement policies and procedures for optimisation of the contract management process.
5. Maintain an effective register of all contract documentation associated with grants awarded, cross correlating these to the IP register. Implement policy and procedures for undertaking due diligence in relation to IP ownership through analysis of contracts relating to specific inventions, technologies and disclosures
6. Maintain a register of all Confidentiality Agreements, Confidential Information and Material Transfer Agreements, highlighting specific requirements to be maintained and detailing implications for any IP arising from associated research.
7. Assist in the delivery of specialist contract advice, awareness and training through workshops across the University.
8. Where appropriate, represent the University on external partnerships and liaise with companies and external bodies to promote the University's regional profile and knowledge transfer activities.

### ESSENTIAL CRITERIA:

1. \*An honours degree, preferably in law or related discipline
2. \*At least one year's relevant experience and expertise in successful contract preparation, negotiation and execution.
3. \*Experience of successfully building and maintaining relationships with internal and external stakeholders
4. Well developed analytical capabilities and ability to analyse complex information.
5. Computer literate in the use of standard Microsoft packages and the Internet.
6. Excellent oral and written communication and negotiation skills, with the ability to build effective working relationships with others.
7. Ability to manage a varied workload and work to tight deadlines
8. A customer orientated approach to completing tasks and achieving objectives.

9. Willingness to work flexibly

**DESIRABLE CRITERIA:**

1. \*A postgraduate or professional legal qualification
2. \*Experience of working with or within a university, a research environment or a technology transfer environment