

## Candidate Information

<b>Position:</b>	Contracts Manager
<b>School/Department:</b>	Contracting and IP Management
<b>Reference:</b>	23/110983
<b>Closing Date:</b>	Monday 10 July 2023
<b>Salary:</b>	£44,414 - £54,421 per annum
<b>Anticipated Interview Date:</b>	Wednesday 9 August 2023
<b>Duration:</b>	One permanent and one fixed term (until 31 October 2023) post available

### JOB PURPOSE:

To lead in the preparation, negotiation and execution of 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. Working with a broad range of academic colleagues, researchers and external stakeholders, provide specialist legal and professional advice and lead 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, Consultancy and Technical Services contracts. Lead in the identification and management of complex contractual issues and the negotiation of disputed contractual clauses. Evaluate and advise the University on risk mitigation associated with warranties and liabilities and manage any disputes in relation to IP or other contractual conditions.
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. Develop and maintain a portfolio of contract templates and implement policies and procedures for optimisation of the contract management process, working with senior University staff and the University's external legal resources.
5. Create and maintain an effective register of all contract documentation associated with grants awarded, cross correlating these to the IP register. Develop and 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. Create and 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. In consultation with the Head of Contracting, develop a programme for advising on contractual issues. Deliver specialist advice, awareness, and training through workshops across the University.
8. Manage the Contract Associates and other staff involved in contract preparation, negotiation and execution. Set appropriate targets, manage and motivate staff to ensure the achievement of those targets, delegating responsibilities as appropriate, and assist in the development of staff to improve their performance. Deputise for the Head of Contracting as appropriate.
9. 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. \*Preferably, honours degree in Law or equivalent legal qualification  
Or  
\*A degree in science, engineering or in another discipline relevant to the role, with significant relevant experience of managing a large portfolio of contracts.
2. \*Evidence of recent relevant professional experience which includes a significant element of managerial responsibility in the area of contract management.
3. \*Advanced specialist expertise in successful, recent, relevant contract preparation, negotiation and execution.
4. \*Experience of successfully leading a virtual team in a dynamic and changing environment, with evidence of formulating clear business strategies and adhering to good governance practices.
5. \*Proven ability of successfully developing and cultivating relationships and alliances, particularly with business, universities, research institutions and government departments and agencies.
6. \*Proven project management skills to manage multiple simultaneous projects of significant size and/or complexity.
7. Excellent oral and written communication and negotiation skills, with the ability to build effective working relationships with colleagues, university staff and external stakeholders.
8. Well developed analytical capabilities and ability to analyse complex information.
9. Positive, flexible attitude, with proven ability in finding solutions to problems.
10. Ability to manage a varied workload and work to tight deadlines.
11. Willingness to work flexibly with considerable travel and substantial time commitment outside of normal working hours.

**DESIRABLE CRITERIA:**

1. \*A postgraduate or professional legal or commercial qualification with minimum of four years post qualification experience.
2. \*Experience of working with or within a university, a research environment or a technology transfer environment.
3. \*Experience of the contractual aspects of research governance within a clinical/Health & Social care environment.
4. \*Experience and expertise in the management of intellectual property.
5. Experience of line management, ideally of professional support staff.
6. \*Experience of CRM and IP management software applications.
7. Experience of writing papers, preparing and delivering talks/presentations in a number of contexts.
8. Understanding of the regional economic needs and priorities and how the University can address those needs and priorities through technology transfer.
9. Understanding of the sources of University funding for research, development and innovation.
10. Experience of managing and controlling budgets and resources and an understanding of financial management procedures.