

Candidate Information

Position:	Contracts Specialist
School/Department:	Contracting and IP Management
Reference:	21/108597
Closing Date:	Monday 1 February 2021
Salary:	£33,797 - £40,322 per annum
Anticipated Interview Date:	Thursday 11 February 2021
Duration:	9 months.

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, Consultancy and Technical Services contracts. 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.

Planning and Organising:

1. Assist in the implementation and achievement of the strategic priorities of the Contracting Team in line with the University Vision and Research and Enterprise objectives and key tasks.
2. Plan, and organise the activities of the administrative staff within the Team as required.
3. Plan, develop and manage programmes of work which ensure the University's intellectual property and commercially exploitable knowledge is identified and protected in agreements, and that there is provision of professional expertise in contract preparation, negotiation and execution.
4. Participate as a Member of the Research and Enterprise Directorate contributing to overall strategic planning process and implementation.

Resource Management Responsibilities:

1. Manage the Contracting administrative staff as required, to ensure delivery of the Team and individual targets.
2. Contribute to overall resource and budget planning within the Research and Enterprise Directorate.
3. Contribute to the financial reporting for technology transfer, the patent portfolio and client relationship management systems.
4. Manage the IT and other equipment resources for the Contracting Team and for the Research and Enterprise Directorate.
5. Manage personal time and workload on a medium-term basis to support the Research and Enterprise Directorate objectives in line with the University's Vision.

Internal and External Relationships:

1. Liaise and network with staff at relevant levels across the University on issues related to the work of the Research and Enterprise Directorate and the Contracting Team.
2. Manage key relationships with organisations and individuals in the public, private and community sectors as funders, partners and clients of the Contracting Team.
3. Promote the University's intellectual property and 'know how' at both internal and external meetings/events to ensure that University's interests are appropriately represented and acted upon.
4. Develop contact with other areas of the University, in particular the Research Support Office, to develop new/improved processes and supporting systems.
5. Interact with external legal counsel and other technology transfer organisations nationally and internationally to collaborate and co-ordinate policy/best practice developments.

ESSENTIAL CRITERIA:

1. A degree in law or postgraduate professional legal qualification.
2. Substantial recent relevant experience and expertise in successful contract preparation, negotiation and execution.
3. Knowledge of intellectual property protection.
4. Recent experience of successfully developing and cultivating relationships and alliances, particularly with business, universities, research institutions and government departments and agencies.
5. Proven project management skills to manage multiple simultaneous projects of significant size and/or complexity.
6. Well developed analytical capabilities and ability to analyse complex information.
7. Computer literate in the use of standard Microsoft packages and the Internet.
8. Excellent oral and written communication and negotiation skills, with the ability to build effective working relationships with others.
9. Ability to manage a varied workload and work to tight deadlines.
10. A customer orientated approach to completing tasks and achieving objectives.
11. Willingness to work flexibly.

DESIRABLE CRITERIA:

1. A postgraduate or professional legal qualification with at least one year post qualification experience.
2. Experience of working with or within a university, a research environment or a technology transfer environment.
3. Knowledge of the contractual aspects of research governance within a clinical/Health and Social care environment.
4. Experience of CRM and IP management software applications.
5. Experience of preparing and delivering talks/presentations in a number of contexts.
6. Understanding of the sources of University funding for research, development and innovation.