

**JOB DESCRIPTION**  
**Contracts Officer**  
**Vacancy Ref: N1475**

<b>Job Title:</b> Contracts Officer	<b>Present Grade:</b> 6
<b>Department/College:</b> Research Services, Research and Enterprise Services Division	
<b>Directly responsible to:</b> Contracts Manager	
<b>Supervisory responsibility for:</b> None	
<b>Other contacts:</b> <b>Internal:</b> Academics at all levels, Research Services, Director of Research and Enterprise Services, University and Faculty senior managers and Departmental Administrators and Commercial Officers <b>External:</b> Customers in the commercial and non-commercial sectors, colleagues in other institutions	
<b>Purpose of the job:</b> To negotiate and recommend for signature research contracts, and other contract agreements, with external customers in accordance with the University's policy for research contracts. To support and facilitate the work of the Contracts Team, working collaboratively and cooperatively on more complex research contracts cases and to provide advice and guidance on legal and contractual issues in relations to research and on relevant internal processes to University staff members.	
<b>Major Duties:</b> <ul style="list-style-type: none"> <li>• Use agreements to put in place research contracts and review and negotiate research agreements with external parties, ensuring that the requirements of the University are fully represented.</li> <li>• Provide advice on contract review or negotiation to responsible officers across the University, with support from the Senior Contracts Officers as necessary.</li> <li>• Analyse and interpret contract terms and conditions in accordance with the University's policy for Research Contracts, advising on the contract's impact and associated risk and liability and check contractual documents to ensure information is correct and appropriate approvals are in place</li> <li>• Work effectively with other members of the Contracts Team in the checking, reviewing and processing of government agency and other public body contracts and liaise with Senior Contract Officers on more complex agreements with external customers.</li> <li>• Manage own time and prioritise workload in a busy environment, frequently handling conflicting expectations of the parties involved whilst responding sensitively to the requirements of the University, academic community and sponsors.</li> <li>• Consider and work within University guidelines to identify potential conflicts of interest between the objectives of the academic colleague in undertaking the contracted activity, the policies/regulations of the University and the customer's business/commercial objectives, consulting with the Senior Contracts Officers as necessary.</li> <li>• Work closely with academic staff, ensuring contract terms are fit for purpose.</li> <li>• Liaise with other members of the Research and Enterprise Services Division and other University functions as appropriate. Refer complex agreements to Senior Contracts Officers or Contracts Manager for additional support and guidance if required.</li> <li>• Liaise with funding agencies from both public and private sectors and university partners, helping to support and maintain effective working relationships with these external organisations.</li> <li>• Keep abreast of changes in contract and related law and develop an awareness of relevant legislation, Government initiatives and regional HE/Industry Interactions commensurate with the responsibilities of the job.</li> <li>• Any other duties related to the post as deemed appropriate by the Team Lead or the Contracts Manager.</li> </ul>	