

JOB DESCRIPTION
Senior Contracts Officer
Vacancy Ref: A2062

Job Title: Senior Contracts Officer	Present Grade: 7P
Department/College: Research Services, Research and Enterprise Services Division,	
Directly responsible to: Contracts Manager	
Supervisory responsibility for: None	
Other contacts: Internal: Academics at all levels, Research Services, PVC Research and Enterprise, Director of Research and Enterprise Services, University and Faculty senior managers and Departmental Administrators and Commercial Officers External: Sponsors in the commercial and non-commercial sectors, University's solicitors and patent agents, other institutions	
Purpose of the job: To provide advice on a wide range of research agreements undertaken by the University in collaboration with a diverse range of partners, including universities, industry, charities and government agencies. To negotiate and agree formal contracts with external customers that balance risk with commercial and intellectual benefit, and to ensure that the University's contractual obligations are both achievable and properly understood.	
Major Duties: <ul style="list-style-type: none"> • Manage a portfolio of contracts including both standard and bespoke agreements; negotiating, drafting and agreeing contracts with external customers, including price, balancing commercial and academic interests with acceptable commercial and legal risks to the University. • Responsible for triage of new contracts, detailed assessments and analysis and interpretation of complex issues and problems, using specialist knowledge to identify appropriate solutions and advising on their impact and associated risk and liability to staff at all levels. • Addressing 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. • Working closely with academic staff, ensuring that project proposals do not prejudice later negotiation stages relating to price, intellectual property or other contractual matters. • Signing contracts on behalf of the University within the limits set out in the schedule of delegations. • Liaising with the teams within the Research and Enterprise Services Division and other University functions as appropriate. • Preparing and keeping under review standard contracts and associated legal documents for all aspects research and enterprise activity, including commercialisation. • Evaluating and negotiating ownership of and access to intellectual property and liaising with colleagues in the Division to develop appropriate exploitation strategies. • Liaise with funding agencies from both public and private sectors and university partners, support and maintain effective working relationships with these external organisations. If required, visiting external organisations to assist with successful contract negotiation. • Keep abreast of changes in contract and related law and maintaining awareness of relevant legislation, Government initiatives and regional HE/Industry Interactions commensurate with the responsibilities of the job. • Any other duties related to the post as deemed appropriate by the Contracts Manager. 	