UNIVERSITY OF WARWICK

Job Description

Job title	Research Contracts Manager (Business Contracting)
Department	Research & Impact Services
Grade	7

Job purpose (a brief summary of the role)	The role holder with lead and manage the Contracts Team within Research & Impact Services to deliver specialised contracting support across the University's research base focusing on industrial and other strategically significant relationships. You will oversee and coordinate the team's activity ensuring a timely and professional service to the University's Departments and Faculties. The team is an enabler of research contracts providing expertise to internal colleagues and external funders and partners, through the facilitation of necessary support and guidance throughout the contract development, review, drafting and sign-off process to ensuring timely completion of contracts. The contracts the team negotiate and put in place will comply with Warwick's, and where necessary external funder's requirements and adequately protect the University's interests in terms of finance, intellectual property, and other risks. In addition to the team management responsibilities, the role holder will personally lead negotiations on complex and high-risk projects such as research framework agreements. The role holder will also line manage a team of Research Support Coordinators who provide underpinning support across the Research Strategy, Funding and Contracts Team. The role holder will work closely with other members of the Research Strategy, Funding and Contracts Team within R&IS to ensure a seamless service.
Duties and responsibilities	• Line management of one (in the first instance) Research Contracts Officer and four Research Support Coordinators. • Manage and oversee the collaborative working of team members. • Ensure a timely and excellent research contracts service is provided by the team to the University using management information and risk assessments to prioritise a large and continuously changing workload across the team based on internal requirements external deadlines, client needs and timescales, legal complexity and commercial sensitivities. • Oversee the accurate storage of negotiation activity, approvals and fully executed agreements, including communication to R&IS respective leads and academic colleagues of contract status and expectations, using R&IS's document and workflow management systems. • Provide advice and make decisions on more complex research agreement negotiations, referring to other senior members of R&IS where necessary, using information including background information from the client, funder terms and specialist advice on finance, legal and research governance matters. • Advise and support professional services staff including R&IS staff, academics, departmental support, and other staff on contract terms relating to research project

	activity, including supporting the pre-award grants and contract team in meetings with industry partners when required. • Work with the team to decide on the escalation of sensitive and high-risk legal issues arising from research contracts and legal considerations related to the undertaking of research to the Associate Director and Director of R&IS as required. • Manage risks relating to research contracts and the trusted research and best practice policies of the University including the NSI Act, export control, data protection, data privacy, insurance and procurement considerations in contract negotiation and provide advice to academics, professional services staff and others Lead negotiations with external parties for the successful execution of research contracts including clients, sponsors, collaborators, partners, service providers and consultants. • Review, negotiate, and oversee the drafting and agreement of research contracts, covering a broad range of research activity focusing on industrial contracting. • Stay informed of external and internal policy developments impacting all research and innovation agreements and provide advice and support to identify solutions to emerging issues.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A good honours degree or equivalent in a relevant discipline.	A
E2	Significant experience within a research support environment.	A & C
E3	Significant experience in contract negotiation and management processes.	A & C
E4	Experience of managing a team.	A & C
E5	High degree of interpersonal and communication skills, across multi-practitioner teams and across a range of internal and external stakeholders.	A,B,C & D
E6	Effective communication and presentation skills, with the ability to influence and negotiate at senior levels, creating professional relationships with researchers, senior management and other support functions both internal and externally.	A,B,C & D
E7	Demonstrable ability to interpret and advise on complex guidelines, legal requirements, terms and conditions of awards.	A,B,C & D
E8	Comprehensive knowledge of the law relating to Intellectual Property (IP), and the processes of protecting and exploiting IP developments.	A & C
E9	Strong organisational and administrative skills. Proven ability to handle a highly diverse portfolio of clients, projects, initiatives and priorities effectively.	A & C
E10	Demonstrable ability to work under pressure and to tight deadlines.	A,B & C
E11	Good working knowledge of IT systems and experience of specialist programs.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	A qualification in law or research degree.	A
D2	Up-to-date knowledge of Higher Education and research funders' priorities and requirements.	A,B & C