

## JOB DESCRIPTION

**Job Title:** Research Contracts Officer

**Grade:** SG7

**Department:** Greenwich Research and Innovation (GRI)

**Responsible to:** Head of Contracts and IP Services

**Key Contacts:** The role will primarily work with the Contracts and IP Services team and with faculty professional service personnel and academic colleagues. Other key contacts will include the GRI colleagues in supporting bidding processes and post award colleagues to ensure contractual compliance in project delivery.

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### PURPOSE OF ROLE

Greenwich Research and Innovation (GRI) is the University's central unit providing high quality support to the academic community to assist in the delivery of the ambitious [Research and Knowledge Exchange \(R&KE\) sub-strategy](#) within the University's [Strategy 2030](#). GRI is structured to support all aspects of the project cycle from identifying relevant funding opportunities right through to maximising the impact from the University's activities.

The Research Contracts Officer role sits within the Contracts and IP Services team at a junction between the Pre-Award and Post Award teams, supporting the Head of Unit in the efficient and effective delivery of contractual services between the award of a grant and the performance of the project for members of the university engaged in R&KE activities. Additionally, the team provides ongoing support to projects as their contractual requirements change. You will support the Head of unit in enabling R&KE activities and must be adaptable and provide novel and innovative solutions to contracting issues as they arise.

The post-holder will be proactive in achieving the desired results, provide for actions to be consistent with faculty and wider university strategies and any additional guidance provided by the Head of Unit. They will take ownership of tasks and organising their work to ensure the efficient drafting and negotiation of contracts. The post-holder must work effectively under pressure, managing and responding to shifting priorities and progressing different work priorities at any one time. The post-holder must demonstrate good communication skills as they are required to provide advice and explain complex issues with clarity to individuals both

internal and external to the university on contractual and other legal issues therefore, confidence and professionalism is essential to ensuring the delivery of a quality service by a high performing team.

## **KEY ACCOUNTABILITIES**

### **Team Specific:**

- Be responsible for negotiation of pre and post award R&KE agreements with funding bodies and commercial/university partner organisations involved in funded projects with the university to balance risk with commercial and intellectual benefit.
- Support the drafting, reviewing and negotiating of a variety of agreements relating to R&KE including collaborative R&KE agreements; licence and option agreements; subcontracts; non-disclosure and confidentiality agreements, and material transfer agreements.
- Support the review of aspects of R&KE contracts (such as Intellectual Property) and ensuring compliance with university policy and funding agency terms and conditions.
- Provide advice on guideline documents for researchers regarding essential contract provisions and respond to shifting priorities and progressing other work priorities at any one time.
- Support the provision of specialist contractual, intellectual property and other relevant legal advice to GRI staff and across the university to support and deliver commercial and academic activity.
- Responsibility for receiving and providing documentary information relevant to R&KE agreements for the implementation and updating of an IP and Contract Management System within the university.

### **Generic:**

- Provide support and advice to university staff when changes or amendments to R&KE agreements are required to ensure compliance with the participation of projects and support putting in place all necessary agreements amendments with partners.
- To maintain strong external networks supporting awareness of best practice in the sector and to make recommendations to the Head of Unit for improvements to processes and procedures related to pre- and post-award contracting processes.
- To subscribe to the provision of a high-quality records management ethos and ensure that operations are fully compliant with University's procedures and fit for purpose.
- To support the development and population of team web pages that provides informative direction to the contracting processes of the university; developing content as required, liaising with the Web Development Team to improve functionality, increasing access to information, enhancing internal communication to raise awareness of contractual and IP issues.
- Any other duties that fall within the scope of the post as allocated by the Head of Unit following consultation with the post holder.

**Managing Self:**

- Must be a committed team player able to work collaboratively with others to disseminate and share knowledge and information.
- Able to respond effectively in a pressurised environment to meeting deadlines.
- Able to appreciate university priorities and to apply these in mapping work outcomes.
- High personal motivation, self-management and attention to detail.
- Flexibility in responding to the tasks and deadlines.
- Keep abreast of development within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development activities.
- Behave in a manner which reflects the University's values and creates a positive environment for work and study.
- Take responsibility for, and demonstrate a commitment to, own personal development within the post. Identify development needs through regular appraisals, including formal courses within the University and on-the-job training.
- Contribution to achievement of the University's R&KE sub-strategy and KPIs within the wider University 2030 strategy.
- Any other duties as may reasonably be required consistent with the grade of the post.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that GRI delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Zero or minimal agreements not concluded in time.
- Zero or minimal document returns for not following funding guidelines.
- Zero or minimal requests for agreements to be modified/terminated.
- Meeting all reasonable funding/partner deadlines for both pre- and post- award agreements.
- Progressively improving the internal/external understanding and awareness of contracting procedures and best practice throughout the university.

**KEY RELATIONSHIPS (Internal & External):****Internal**

- Head of Contracts, Compliance, and IP Services
- Faculty academic staff
- GRI colleagues
- Finance staff

**External**

- Relevant funding bodies including research councils and respective programme managers.
- Contracting and Legal teams of partner universities and industrial organisations.
- Contracting and Legal teams of commercial clients

## **PERSON SPECIFICATION**

### **EXPERIENCE:**

#### **Essential Criteria**

- Significant, focused and demonstrable experience of negotiating contract drafting across jurisdictions and in an academic, government, industrial or other organisation. Preferably to include some experience within the higher education R&KE sector.
- Detailed understanding of contract structure, terminology and practice preferably including Collaboration Agreements between national, European and international partners, studentships and consultancies.
- Detailed understanding with respect to the contract structure, terminology and practice to enable protection/exploitation of background and foreground intellectual property.
- Ability to initiate and foster effective networks and relationships to forge agreements or bring benefit to an organisation.
- Well-developed analytical capabilities and ability to interpret complex information.
- Excellent organisational skills, with ability to plan, organise and prioritise own workload in managing conflicting pressures,
- Ability to solve problems without precedent.
- Ability to work effectively both independently and as part of a small team.
- A customer orientated approach to problem solving and meeting deadlines.
- A flexible approach to working within a busy professional environment.

#### **Desirable Criteria**

- Experience of bid preparation, business development or commercial activity.
- Ability to work across academic disciplines.
- Experience in providing support and knowledge to enable the implementation and updating of a Contract Management System and to contribute to the delivery of the management and strategic growth of the expanding research portfolio of the university.
- A technical background in the Engineering/Biotech/Medical Device/Life/Computing Sciences.
- Experience of the IP issues in the context of academic/industry research.
- Demonstrable knowledge/ experience of university wide areas of responsibility e.g., research ethics, research governance and general data protection regulation etc.
- Experience in identifying and developing policies and procedures in support of the role.

## **SKILLS:**

### **Essential Criteria**

- Excellent and persuasive skills in negotiation, written communication, numeracy and presentation with the ability to communicate, negotiate and influence at all levels, creating professional relationships with researchers, administrators and senior staff in the university and externally.
- Computer literate in word processing, the use of Microsoft Word, Access, Excel and the internet.
- Good communication, reporting and organisational skills.
- Excellent interpersonal skills, especially tact and the ability to persuade.
- Able to express complex ideas with clarity and with a clear, concise writing style.
- Ability to give advice in a professional way to all levels of staff in the university.
- Ability to communicate complex procedural and technical information.
- Ability to work to strict deadlines and under pressure.
- Initiative to work within broad guidelines, versatility and able to adapt to changing circumstances.
- Ability and enthusiasm to learn new skills.
- A self-starter who works well in fast paced and busy environment and responds well in the face of multiple and shifting priorities.

### **Desirable Criteria**

- Not Applicable.

## **QUALIFICATIONS:**

### **Essential Criteria**

- Skill level equivalent to achievement of a professional qualification or postgraduate degree.

### **Desirable Criteria**

- Relevant professional qualifications and memberships.

## **PERSONAL ATTRIBUTES:**

### **Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

### **Desirable Criteria**

- Not Applicable.