

JOB DESCRIPTION

Job Title: Research Contracts Officer

Grade: SG7

Department: Greenwich Research and Innovation (GRI)

Responsible to: Head of Contracts and IP Services

Responsible for:

Key Contacts:

Standard Occupational Classification (SoC code):

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, supporting the Head of Unit in reviewing, negotiating, amending and executing the University's research and knowledge exchange contracts. The post-holder will be expected to have to provide initial advice in relation to the protection and potential commercialisation of intellectual property arising from research.

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

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KEY ACCOUNTABILITIES

Team Specific:

- Work with the Head of Contracts and IP to negotiate R&KE agreements between the University of Greenwich and research partners and funding bodies, including businesses involved in RKE projects.
- Support the Head of Contracts and IP in 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.
- Provide initial advice on the protection of intellectual property ensuring compliance with university policy and funding agency terms and conditions.
- Support the evaluation of invention disclosures from University of Greenwich academics, and work proactively with colleagues across GRI to identify opportunities to commercialise intellectual property from STEM and non-STEM disciplines. Support the provision of basic IP and commercialisation training to academic staff, including postgraduate researchers and contribute to the development of training materials as required.
- Support the implementation and ongoing engagement with a new RKE contract management system.

Generic:

- Maintain strong external networks to ensure an up-to-date awareness of best practice in the sector and to make recommendations to the Head of Contracts and IP for improvements to processes and procedures related to contracting processes.
- Ensure the maintenance of high-quality records to ensure that operations are fully compliant with University's procedures and fit for purpose.
- Keep relevant internal and external web pages relating to Contracting and Intellectual Property up to date; and develop content as required, liaising with the Web Development Team as appropriate.

- 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 busy environment to meeting deadlines.
- Able to appreciate university priorities and to apply these in achieving work outcomes.
- High personal motivation, self-management and attention to detail.
- Flexibility in responding to tasks and deadlines.
- Keep abreast of developments 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.
- Contribute 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:

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- 100% agreements (NDAs, collaboration agreements, research and KE contracts, MTAs) concluded within 2 to 6 weeks.
- 100% NDAs concluded with 1 to 2 weeks.
- 100% agreements compliant with funder guidelines.
- 100% invention disclosures processed within 4 to 6 weeks
- Positive feedback
- Progressive improvement of the internal/external understanding and awareness of contracting procedures and best practice throughout the university.

KEY RELATIONSHIPS (Internal & External):

Internal

- Members of the Contracts and IP Services team
- University Secretary, General Counsel and staff within Secretariat
- Faculty academic and professional services 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, public and voluntary sector clients

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Demonstrable experience of reviewing and negotiating single party and multi-party contracts and agreements. Detailed understanding of different types of contract structure, terminology and practice
- Demonstrable experience of advising internal or external clients on matters relating to the protection and commercialisation and intellectual property.
- Highly collaborative with an 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 contracting within a higher education institution.
- Experience of advising on the protection and exploitation of intellectual property in a higher education environment.
- Experience of working across STEM and non-STEM disciplines.
- 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

SKILLS:

Essential Criteria

- Computer literate in Microsoft 365
- Good communication, reporting and organisational skills.
- Excellent interpersonal skills, especially tact and the ability to persuade.
- Ability to give advice in a professional way to all levels of staff in the university.
- 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

- N/A

QUALIFICATIONS:**Essential Criteria**

- Relevant degree or equivalent commensurate experience

Desirable Criteria

- Relevant postgraduate degree or 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

- N/A