

**Job Description: Professional Service Positions**

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| **Faculty/Department:** | *Research, Engagement and Innovation Services* |
| **Job Title:** | *Contracts Officer* |
| **Department/Subject:** | *Research, Engagement and Innovation Services (REIS) Contracts Team* |
| **Salary:** | £38,205 Grade 8.31 |
| **Hours of work:** | *35 hours per week* |
| **Number of positions:** | *1* |
| **Contract:** | Permanent |
| **Location:** | This position will be based across University sites as required |

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| **Main Purpose of Post** | ***Contract Development***   1. Draft, review and negotiate complex research and collaboration agreements fully reflecting the requirements of the University in relation to, amongst others, ownership and exploitation of intellectual property, publication, confidentiality and costing model. 2. Arrange all agreements required during the life of a project including project agreements, subcontracts, variation, novation and amendment. 3. Arrange miscellaneous agreements; material transfer agreements, confidentiality agreements, memorandum of understanding and heads of terms. 4. Arrange Research Governance specific agreements; Sponsorship Agreements, Organisational Information Documents, Site Agreements, Human Tissue MTAs, MnCA’s, and McTA’s. 5. Develop and maintain standard agreements, working procedures and other documentation as appropriate to maintain and improve the efficiency of contract negotiation for all aspects of research and enterprise activity, including commercialisation. 6. To prepare flow-down contractual templates for use on programme grants ensuring compliance with overarching funding terms and conditions, reviewing and updating during the life of a programme. 7. Address potential conflicts of interest between the objectives of the academic colleague in undertaking the contracted activity, the policies and regulations of the University and the sponsor’s business and/or commercial objectives. 8. Work closely with academic staff, to ensure that project proposals do not prejudice later negotiation stages relating to price, intellectual property, publications or other contractual matters. 9. Liaise with sponsors and funding agencies, both private and public sector and collaborating University partners, being mindful of their funding mechanisms, schemes, policies and standard terms, to reach agreement on recommendations and changes to draft and existing contracts. 10. Maintain awareness of relevant legislation, Government initiatives, regional higher education, industry and health regulatory/governance interactions commensurate to the responsibility of the role. 11. Ensure compliance with legal and regulatory requirements in respect to trusted research, research governance, equality and diversity, data protection and security, Freedom of Information, financial and other University policies, procedures and codes as appropriate.   ***Intellectual Property***   1. Evaluate and negotiate ownership of and access to intellectual property and develop appropriate exploitation strategies liaising with the Commercial Services team as appropriate.   **Advisory Capacity**   1. Analyse and interpret complex contract terms and conditions and relevant legislation giving clear and concise advice on their impact, associated risk and liability, to staff of all levels. 2. Provide advice to staff with respect to contractual issues across a board range of commercial and non-commercial sponsors. 3. Be familiar with pre- and post-award processes to facilitate pre- and post-award contractual negotiations and arrangements. 4. Advise on policies and standard operating procedures. 5. Advise on tender documents. 6. Provide pre-award advice on funding terms, methods of meeting legal requirements and appropriate agreements. 7. Liaise with the central legal team on cross-cutting matters. 8. Advising research development and business development colleagues on legal and regulatory matters impacting costing and publications. 9. Advise on contract interpretation and legal position in the event of an issue. 10. Time management and prioritisation of personal workload within a complex, multi-tasking, high-throughput environment. 11. Responding sensitively and in a moderated manner to balance the requirements of the University, academic community and sponsors. 12. Communicate and work in partnership with internal and external stakeholders to identify, process and deliver contractual agreements. 13. To fully engage with highly active research teams on a peripatetic basis; attending their team meetings and updates on technical aspects to update agreements accordingly. 14. Providing pro-active advice to programme teams and offering support during the programme to ensure compliance with funding terms. 15. Input data into the Award Management System (AMS) and Contracts Management System (Thompson Reuters- HighQ Collaborate), to maintain accurate records management and contracts’ activity log. 16. Cross referencing AMS information with Research Governance information to ensure all legal requirements are met and agreements in place. 17. To liaise with the Research Governance team and embed within their processes and procedures to ensure all governance approvals are concurrent with agreements. 18. Participate and contribute to project team meeting, seminars and training events. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as directed by the Head of Faculty / Department or their nominated representative expected within the grade definition. 5. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University’s Risk Management Policy **Grades 7 and above.** |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   * Demonstrable evidence of taking pride in delivering professional services and solutions. * Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. * Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience.   **Qualification:** Solicitor (non-practising) or Diploma in Legal Practice (LPC).  **Experience:**   * Experience in research related contract administration ideally in the higher education sector. * Drafting, reviewing and negotiating research related and commercial or business contracts. * Influencing others and negotiating with them to achieve an outcome.   **Knowledge and Skills:**   * High level of legal and contractual knowledge, including contractual issues such as intellectual property, confidentiality, publications, liabilities and indemnities and other related issues. * Excellent communication skills, verbal and written. * Experience of drafting and negotiating research-related contracts in a university context. * Strong inter-personal skills, with the ability to develop effective working relationships with all levels of staff. * Commercial and political awareness, and an understanding of the issues surrounding the sector and the marketplace. * Good organisational and time management skills with ability to prioritise work and work to tight deadlines. * Ability to use initiative and work independently and as part of a team. * Evidence of the ability to interpret complex procedural guidelines. * Ability to communicate effectively to team members, clients and senior colleagues in writing and orally to a very high standard and to present coherent arguments. * Highly developed IT skills are required as is proficiency in the use of the internet, legal research engines (Lexis+ UK) and standard Microsoft software packages as well as the flexibility and willingness to gain new IT skills for specialist software, where training will be provided as required (e.g. the University’s Awards Management Systems and Contract Management software – Thompson Reuters HighQ Collaborate). * Excellent liaison and networking skills. * Attention to detail.   **Welsh Language:**  Level 1 – ‘a little’ (you do not need to be able to speak any welsh to apply for this role)  *e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.*  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/).  **Desirable Criteria:**   * Ability to communicate in Welsh. * Experience of drafting and negotiating licence agreements in support of exploitation of intellectual property. * Member of relevant professional body. * Knowledge of higher education administration, including an understanding of research grant funding in UK universities. * Understanding and knowledge of the research collaboration process. * Experience of dispute resolution. * Experience of liaising with external bodies / organisations. |
| **Additional Information** | Informal enquiries: Elizabeth Jones, Contracts Manager [e.s.jones@swansea.ac.uk](mailto:e.s.jones@swansea.ac.uk) |

  