Contracts Officer
Research and Enterprise

Closing date: 1 November 2017
Interview date: 17 November 2017
Vacancy reference: 6078
INTRODUCTION

The University of York has a current research grant income of around £65m per annum, a substantial patent portfolio with significant commercialisation opportunities and a large number of externally sponsored research students. The IP and Legal Team in the Research and Enterprise Directorate drafts, negotiates and reviews all contracts with research funders, companies and other partners related to the research and knowledge exchange portfolio.

The volume and complexity of research grants and the number of collaborations with external partners is growing rapidly. Due to increasing workload, a new role within the IP and Legal Team has arisen with a broad focus on research contracts and related contracts. This role gives the opportunity for an interesting and varied portfolio of contract work focused across a wide variety of academic disciplines.
Main purpose of the role

We are seeking a self-motivated and well qualified individual with a strong background in research contract drafting and negotiation.

This role will support the IP and Legal Manager in providing a contracts service for the entire research and commercialisation portfolio - drafting, negotiating, reviewing and managing a contracts portfolio and providing advice to staff across the institution. This role will focus on specific academic departments which in the first instance are likely to include social sciences. However, the portfolio may change according to need.

The successful applicant will be expected to have an excellent understanding of the motivation of academic researchers and public, private and voluntary sector research sponsors. S/he will be motivated by the need to achieve appropriate contractual terms that meet the aspirations of all parties. Recent experience of negotiating complex contracts with contract research organisations is desirable as is an understanding of intellectual property rights.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Drafting, negotiation and authorisation of a wide variety of research and research-related agreements, including research agreements, collaborations, consortium agreements, secondments, technical services, studentships, subcontracts, non-disclosure agreements, material transfers, and consultancies.
- Reviewing draft agreements received from research funders and negotiating amendments as appropriate. Providing advice to academics on the consequences of contractual terms, and remediating overlapping contractual commitments.
- Negotiating with all types of funders to achieve the best possible contractual terms while mitigating risk to the University.
- Liaising and interacting with academic staff regarding pricing of commercial contracts and with the Research Grants and Contracts team regarding costing of research proposals.
- Coaching academics on appropriate terms for industrial research and consultancy.
- Keeping abreast of changes to external sponsors’ contractual terms and conditions, and providing feedback to sponsors and University support staff.
- Liaising effectively with academic, financial and administrative colleagues to ensure the timely conclusion of contract negotiations.
- Tracking/monitoring progress of agreements, resolving queries, ensuring the safekeeping of agreements through the maintenance of a contracts database and providing management information on contract activity as required.
- Contributing to staff development and training activities and preparation of documentation for staff to ensure dissemination of best practice relating to contracts and intellectual property management.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>At least a Bachelor Degree, or equivalent professional experience</td>
<td>Essential</td>
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<td>Legal qualifications or background in a relevant legal environment</td>
<td>Desirable</td>
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## Knowledge

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<tr>
<td>A thorough working knowledge of research contracts with appreciation of issues relating to intellectual property, publication, indemnity and liability</td>
<td>Essential</td>
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<td>Knowledge of university and higher education structures and funding</td>
<td>Desirable</td>
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<td>Knowledge of contract law</td>
<td>Desirable</td>
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<td>Knowledge of intellectual property law</td>
<td>Desirable</td>
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<td>Knowledge of EU State Aid law</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Excellent general IT skills</td>
<td>Essential</td>
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<td>Ability to influence and good negotiating skills</td>
<td>Essential</td>
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<td>Excellent written &amp; verbal communication</td>
<td>Essential</td>
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<td>Ability to manage a high and diverse workload and prioritise appropriately</td>
<td>Essential</td>
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<td>Demonstrable organisational skills in workload and people management</td>
<td>Essential</td>
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<td>Ability to make clear, reasoned decisions based on sound legal principles as well as contractual frameworks</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
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<td>Experience of negotiating a variety of research and research-related agreements with a wide range of research sponsors both in the UK and overseas, including industry, charities, and governments, and of achieving the best possible contractual terms</td>
<td>Essential</td>
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<tr>
<td>Experience of negotiating a variety of commercial contracts both in the UK and overseas, and of achieving the best possible contractual terms</td>
<td>Desirable</td>
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## Personal attributes

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<tr>
<td>Meticulous attention to detail</td>
<td>Essential</td>
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<td>Confidence and willingness to negotiate at a high level</td>
<td>Essential</td>
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<tr>
<td>Excellent written and verbal communicator</td>
<td>Essential</td>
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<td>Highly organised and able to efficiently manage a high workload</td>
<td>Essential</td>
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<tr>
<td>Empathy with goals and aspirations of academic researchers and external sponsors</td>
<td>Essential</td>
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<tr>
<td>Determined desire to contribute to the growth and development of a research intensive university</td>
<td>Essential</td>
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THE DEPARTMENT

The Research and Enterprise Directorate is the University department responsible for central management of the University’s activities and strategy in research and knowledge exchange and for providing comprehensive support to academic departments in their research and enterprise activities. Its primary purposes are to maximise excellence and financial sustainability of the University’s research and knowledge base and to ensure that the institution’s research skills, knowledge and know-how benefit external users.

The Directorate provides support for planning, creation and submission of research proposals; negotiation and agreement of research and commercial contracts; post award management of research contracts; governance of University level procedures around research and research impacts; administrative support for Continuing Professional Development courses, and applications to public sector regional economic development funds.

The Directorate is divided into a number of sections providing research and knowledge exchange services. In particular, the IP and Legal team manages:

- contractual support for research, commercialisation and business development contracts
- receipt of invention disclosures, filing patents as appropriate and management of the University’s patent budget
- delivery of legal support for Intellectual Property development and commercial spin-outs
- sponsorship of all health, social care and community care research projects (approved through IRAS)
- representation of the University on the York Teaching Hospital Trust’s R&D Group

The IP and Legal team works on a day to day basis with several other sections of the Directorate as well as with academic departments. The team has particularly close relationships with: Research Grants and Contracts, who manage the workflow of all research applications and handle funder relationships and finances of awarded contracts; the Business Development team, who manage commercialisation of the University’s intellectual property and broker engagements with businesses; and the Research Development team, who provide support to strategic research initiatives and long-term interdisciplinary and inter-institutional research capability.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6078
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 1 November 2017.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835