

Research Contracts Officer



Role Description

GRADE

Grade 5

LOCATION

Sighthill and Merchiston,
Edinburgh

LINE MANAGER

Research Contracts
Manager

Role Summary

The Research Contracts Officer will be responsible for providing a comprehensive research contract review and approval support service for research and knowledge exchange projects.

Working closely with the Research Contracts Manager, the role holder will provide support for research and knowledge exchange contracts across the University, and will work closely with Research Funding teams to review the IP arrangements within contracts.

Line Management Responsibility for:

This role does not have any line management responsibilities.



Main Duties and Responsibilities

- Co-ordinate the contract review services for external activities in liaison with colleagues across Research, Innovation and Enterprise and the wider University.
- Assess projects for contractual, financial and reputational risk and deal with any high-risk elements.
- Take responsibility for contracts where the level of risk to the University is considered to be high. Assist with risk assessment and analysis of any projects with external partners, funders, clients and sub-contractors. Arrange commercialisation status and financial evaluations of proposed counterparties where required.
- Liaise with Research Funding Managers and Business Development Relationship managers to review the IP arrangements within contracts to identify those likely to require protection and/or which may have commercial potential. Review and modify any resulting contract terms and conditions.
- Provide contracts support to Built Environment – Smarter Transformation (BE-ST), an Innovation Centre hosted by the University.
- Assist the Research Contracts Manager with review and development of the contract procedures, documentation, templates and controls.
- Assist with reviews of University policies and procedures which affect the evaluation, approval and conduct of external projects. Suggest and propose any amendments which are required to the Research Contracts Manager and assist the Research Contracts Manager in seeking approval for them through the appropriate internal processes.
- Review contracts and provide feedback to colleagues in the Research, Innovation and Enterprise office among others, for research, commercial and non-commercial proposals, contracts, sub-contracts and awards. Handle standard contract matters at all stages from initial drafting and negotiation through to dealing with completion. Assist the Research Contracts Manager with drafting, negotiation and completion of more complex contracts and projects.
- Liaise with post-award staff to ensure full compliance with relevant financial regulations.
- Ensure the delivery of a consistent and professional customer led service to staff, support departments and clients involved in external income activities. Problem solving on specific issues arising during the course of activities with both internal and external customers.
- Work with other member of RIE to actively raise the awareness of the services throughout the University and assist the Research Contracts Manager in the provision of training to team members.
- Keep up to date with legal and other developments relevant to the research and wider higher education sectors that may impact on RIE's activities.
- To identify matters for which it is necessary or beneficial to obtain legal advice from the University's solicitors in support of the activities supported by the role, in accordance with the protocols put in place by Governance Services, and to liaise with authorised instructors in respect of the formal instruction of such legal advice.
- Use the University's contracts and project management software to manage workload, archive documents and maintain records of contracts activities.
- To liaise with Governance Services regarding the use of external legal advice and the monitoring and review of the legal service provider's performance under their contract.
- Any other relevant duties as deemed by the Research Contracts Manager, Head of Research Environment and Services and/or Head of Research Funding and Knowledge Exchange.



- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



PERSON SPECIFICATION

ESSENTIAL DESIRABLE

Education / Qualifications

- Degree in Business Administration, Law or equivalent relevant work experience with contracts

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Skills / Experience

- Significant experience of contract management
- Experience of working in Higher Education or public sector
- Recent relevant experience of large-scale (>£500K) contract management
- Experience of implementing and monitoring documentation support systems
- Sound knowledge of contract law
- Good working knowledge of intellectual property management
- Experience of monitoring and reporting contracts to satisfy audit requirements
- Highly computer literate with extensive experience of Office software
- Excellent communication and interpersonal skills with confidence in communicating at all levels across the University, both verbally and in writing
- Strong negotiating skills
- Ability to work under pressure and to deadlines with a systematic approach and high level of attention to detail
- Proactive, highly organised self-starter
- Ability to display sound judgement and to express complex ideas with clarity
- Ability to manage a varied portfolio of contracts and agreements
- Experience of building relationships with internal and external customers with a passionate commitment to customer service

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