JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Contracts and Intellectual Property Manager</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Research &amp; Enterprise</td>
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<tr>
<td>Grade:</td>
<td>8</td>
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<tr>
<td>Accountable to:</td>
<td>Director, Research &amp; Enterprise</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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**Purpose of the Post**

The efficient and effective management of the College’s academic research and research related commercial agreements/contracts and Intellectual Property portfolio are central to the success of its research grant and commercialisation activities.

Responsible for these areas, the post holder is a key member of the Research & Enterprise team.

**Key Tasks**

1. Management of all research related agreements and contracts, such as those for externally funded research projects and research grants, collaborative research partnerships, material transfers, single and multi-party non-disclosure and confidentiality arrangements.
2. Management of all aspects of research related intellectual property, such as inventions and patents (including appointment and management of patent agents), copyright, licensing and other commercialisation and intellectual property access agreements.
3. To provide expert advice and or to commission expert external advice related to 1 and 2, to the College academic community, Research & Enterprise colleagues and College senior management.
4. To provide advice and operational support (e.g. by taking part in negotiations) to academic and Research & Enterprise colleagues related to 1 and 2.
5. To devise and maintain systems necessary for the safe storage, controlled access and retrieval all agreements and contracts related to 1 and 2.
6. To maintain the College’s Intellectual Property policy and provide advice on its interpretation and implementation to all members of the College academic (staff and students) and professional services communities.
7. The post holder will be expected to contribute to the development of Research & Enterprise's research grant, intellectual property and commercialisation strategy and to participate and contribute to their successful implementation.

**Other Duties**
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.