JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Consultancy and Contracts Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Research &amp; Enterprise</td>
</tr>
<tr>
<td>Job type</td>
<td>Full Time</td>
</tr>
<tr>
<td>Grade:</td>
<td>6</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Intellectual Property and Contracts</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Purpose of the Post

To assist the Research and Enterprise, Intellectual Property and Contracts Team in the effective negotiation, administration and execution of Research Contract and Consultancy Agreements by reviewing, progressing and completing Research & Enterprise templated agreements with commercial bodies, higher education sector funders, charities and other collaborating research & funding bodies.

Key Tasks

- Prepare and manage a range of agreements, including Confidentiality Agreements, Material Transfer Agreements, Consultancy Agreements, Collaboration and Studentship Agreements based on College standard templates.
- Manage the invoicing for academic consultancy contracts, working closely with the Finance Department.
- Ensure compliance with College policies and terms of trade. To ensure contractual terms and project requirements meet current University standards by maintaining effective and regular relationships with academic, financial & administrative colleagues and external parties.
- Where appropriate, assist in the drafting, negotiation and progress of more complex Research & Enterprise contracts and consultancy agreements under the direction of the Head of Intellectual Property and Contracts Manager.
- To liaise with internal colleagues and other departments in achieving an effective and prompt handover of responsibility for Research & Enterprise contract matters to financial and project administration colleagues.
To update and maintain electronic & digitised paper-based records, reports and forms, project and process management documentation and agreement templates.

To keep key stakeholders regularly updated on the progress and status of their individual projects.

Maintain a database of university research contracts and consultancy agreements.

Work closely with Business Development Managers to ensure staff have the right support to maximise the impact of their engagement and consultancy activities and ensure contacts with external clients can lead to further knowledge exchange activities.

**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.

**Internal and external relationships**

The following list is not exhaustive, but the post holder will be required to liaise with:

**Internal:**

Head of Intellectual Property and Contracts  
Individual members of academic staff  
Finance leads and administrators  
Business Development Managers  
Heads of departments  
Members of the Research & Enterprise Team  
Students

**External:**

External clients  
External Project Partners – Other universities and private sector partners  
Innovate UK  
Industrial parties