JOB DESCRIPTION

Job Title: Contracts Manager

Department / Unit: Research & Innovation

Grade: RHUL 7

Accountable to: Head of Intellectual Property and Contracts

Purpose of the Post

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

Responsible for the negotiation and management of a portfolio of research and innovation contracts, the post holder is a key member of the Intellectual Property and Contracts team.

Key Tasks

1. Drafting, negotiating and reviewing a wide variety of research and innovation related agreements.
2. Ensuring agreements comply with the College's financial and governance regulations and are appropriately authorised. Liaising effectively and regularly with academic, financial and professional service colleagues.
3. Ensuring all aspects of contract negotiations are conducted in the best interest of the College and research colleagues, negotiating the best academic, impact and income potential for each project, taking account of: funder type, existing and developing funding and collaborative relationships, project objectives, fit with research plans, risk/benefit allocation.
4. Ensuring the timely and professional conclusion of contract negotiations to enable prompt project start and to inform effective project, financial and research management by colleagues.
5. Engaging in staff development and training activities for University colleagues to ensure dissemination of best practice and University procedure relating to research & enterprise contracts.
6. The post holder will be expected to contribute to the development of Research & Innovation research grant, intellectual property and commercialisation strategy and to participate and contribute to their successful implementation.
7. Maintaining a current awareness and understanding of contract terms and conditions of funding from major public & industrial sponsors and funders, with
particular emphasis on those bodies who support significant volumes and value of work in the Research & Enterprise Services portfolio.

8. Engaging in professional development to ensure current awareness of wider issues relating to the University’s activities, contract law and intellectual property generally.

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<th>Other Duties</th>
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<td>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.</td>
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<td>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</td>
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<th>Internal and external relationships</th>
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<td>The following list is not exhaustive, but the post holder will be required to liaise with:</td>
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**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