

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title: Intellectual Property & Research Contracts
Manager**

Department: Research & Innovation

	Essential	Desirable	Tested by (Application form, Interview, Test)
Knowledge, Education, Qualifications and Training			
Undergraduate degree or equivalent experience	X		Application form
Knowledge of contract law	X		Application form
Knowledge of intellectual property law	X		Application form
Knowledge of university and higher education structure, funding sources and policies		X	Application form
Legal qualification (professional or academic)	X		Application form
Skills and/or Abilities			
Excellent interpersonal skills with the ability to demonstrate a service-orientted approach	X		Interview
Excellent communication skills (verbal and written) with a range of stakeholders	X		Interview
Ability to negotiate and influence decision making at a senior level	X		Interview
Ability to work effectively as part of a team, proactively exchanging advice and support with colleagues in a considered and effective manner	X		Interview
Ability to work effectively under pressure and to tight deadlines	X		Interview
Ability to take ownership of tasks and act independently in light of shifting priorities and excalate issues appropriately when required	X		Interview
Ability to make clear, reasoned decisions within frameworks	X		Interview
Exceptional organisational skills	X		Interview
Ability to multi-task and manage a diverse workload and deliver to deadlines under pressure	X		Interview
Competence in using Word, Excel, email, legal databases and software appropriate to the role	X		Interview
Ability to relate the work of legal support to wider University strategic and operational context	X		Interview
Experience			
Demonstrable experience of contract drafting and negotiation	X		Application form, Interview
Demonstrable experience of being a creative thinker, managing negotiations to achieve mutually beneficial outcomes	X		Application form, Interview
Proven experience of deadline driven working	X		Application form, Interview
Demonstrable experience of contract management in a higher education, public sector or commercial setting		X	Application form, Interview
Demonstrable experience in supporting knowledge exchange and the commercialisation of research outputs		X	Application form, Interview
Demonstrable experience of carrying out due diligent for intellectual property deals		X	Application form, Interview
Experienc of supporting multi-partner collaborative projects		X	Application form, Interview