



JOB DESCRIPTION

Job Title:	IP and Research Contracts Manager
Department / Unit:	Research & Innovation
Job type	Full Time
Grade:	8
Accountable to:	Head of Research Contracts
Accountable for:	
Purpose of the Post	
<p>The efficient and effective management of the College's academic research income and intellectual property portfolio are central to the success of its research grant and commercialisation activities.</p> <p>Responsible for the negotiation and management of a portfolio of research related agreements and intellectual property agreements, the post holder is a key member of the Intellectual Property and Contracts team.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. Drafting, negotiating and reviewing a wide variety of research related agreements including but not limited to academic collaboration agreements, consultancy agreements, data licences, material transfer agreements, non-disclosure agreements, research collaboration agreements, studentship agreements, technical services agreements, and amendments to these. 2. Drafting, negotiating and reviewing a wide variety of intellectual property agreements including but not limited to assignments, licence agreements, option agreements, and amendments to these. 3. Ensuring agreements comply with the College's policies and regulations and are appropriately authorised. Liaising effectively and regularly with academic, financial and other professional service colleagues. 4. Ensuring all aspects of contract negotiations are conducted in the best interest of the College and College colleagues. 	

5. 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.

6. Engaging in staff development and training activities for College colleagues to ensure dissemination of best practice for research related agreements and intellectual property agreements.

7. The post holder will be expected to contribute to the development of Research & Innovation's research grant, intellectual property and commercialisation strategy and to participate and contribute to their successful implementation.

8. The post holder will be expected to contribute to the development of the College's IP policy and IP framework and to participate and contribution to their successful implementation..

9. 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 & Innovation portfolio.

10. Engaging in professional development to ensure current awareness of wider issues relating to the College's activities, contract law and intellectual property law generally.

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 Research Contracts
Individual members of academic staff
Finance leads and administrators
Knowledge Exchange Managers
Heads of departments
Members of the Research & Innovation Team
Students

External:

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