



PERSON SPECIFICATION

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

Job Title: IP and Research Contracts Manager

Department: R&I

	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 effecive 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 exscalate 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		Interview/Application
Demonstrable experience of being a creative thinker, managing negotiations to achieve mutually beneficial outcomes	x		Interview/Application
Proven experience of deadline driven working	x		Interview/Application
Demonstrable experience of contract management in a higher education, public sector or commercial setting		x	Interview/Application
Demonstrable experience in supporting knowledge exchange and the commercialisation of research outputs		x	Interview/Application
Demonstrable experience of carrying out due diligence for intellectual property deals		x	Interview/Application
Experience of supporting multi-partner collaborative projects		x	Interview/Application
Other requirements			