



JOB DESCRIPTION

Job Title:	Research Contracts Manager, StoryFutures
Department / Unit:	StoryFutures / Research & Innovation
Job type	Full Time
Grade:	RHUL 7
Accountable to:	Head of Research Contracts
Accountable for:	
Purpose of the Post	
<p>The efficient and effective management of the university's academic research income and intellectual property portfolio are central to the success of its research grant, impact and commercialisation activities. This role is particularly focused on delivering the Universities' creative industries strategy, including research related agreements for the CoSTAR National Lab for creative industries R&D – a £51.1m infrastructure investment from UKRI led by Royal Holloway.</p> <p>The post holder is responsible for the negotiation and management of a portfolio of research related agreements focussed on the creative industries. They are a key member of the StoryFutures Strategic Business Unit's operations team responsible for establishing and implementing the CoSTAR National R&D Lab for Creative Industries, creative industries grants, commercial and IP contracting for the StoryFutures Strategic Business Unit as well as the wider Research 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 StoryFutures and CoSTAR academic collaboration agreements, consultancy agreements, data sharing agreements, material transfer agreements, non-disclosure agreements, project partner agreements, research collaboration agreements, studentship agreements, technical services agreements, and amendments to these. 2. Ensuring agreements comply with the university's policies and regulations and are appropriately authorised. Liaising effectively and regularly with academic, financial and other professional service colleagues. 3. Ensuring all aspects of contract negotiations are conducted in the best interest of the university and university colleagues. 	

4. Being responsible for 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 for research related agreements.

6. The post holder will be expected to contribute to the development of StoryFutures strategic business unit, CoSTAR and Research & Innovation's research grant, impact 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 and industry funders, with particular emphasis on those bodies who support significant volumes and value of work in the Research & Innovation portfolio.

8. Engaging in professional development to ensure current awareness of wider issues relating to the university's activities and contract law.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the university. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted, including the site of the CoSTAR National Lab

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
Director of Operations, StoryFutures
Director of StoryFutures
Director of CoSTAR National Lab
Individual members of academic staff
Finance leads and administrators
Knowledge Exchange Managers
Heads of departments
Other Members of the Research & Innovation Team
Students

External:

Co-STAR consortium partners, including University of Surrey, Abertay University, National Film & Television School, disguise, BT and Pinewood.
UKRI and its research councils.
External clients
External Project Partners - other universities, private sector partners and industry partners
Funders including Innovate UK

PERSON SPECIFICATION

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

Job Title: 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 Contract and IP in relation to creative industries		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 Abilities			
Excellent interpersonal skills with the ability to demonstrate a service-orientated 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 escalate 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 contract drafting and negotiation within a creative industries context		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