



JOB DESCRIPTION

Job Title:	Research Contracts and IP Manager
Department / Unit:	Research & Innovation
Job type	Professional Services
Grade:	RHUL 8
Accountable to:	Head of Research Contracts
Accountable for:	N/A
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.</p> <p>Responsible for the negotiation and management of a portfolio of research related agreements and intellectual property agreement, the post holder is a key member of Research Contracts.</p>	
Key Tasks	
<p>1. Drafting, negotiating and reviewing a wide variety of research related agreements including but not limited to 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.</p>	
<p>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.</p>	
<p>3. 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.</p>	
<p>4. Ensuring all aspects of contract negotiations are conducted in the best interest of the University and University colleagues.</p>	

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 University 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, impact, 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 University'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 and industry 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 University'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 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.

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
Other Members of the Research & Innovation Team
Students

External:

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.

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	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 Abilities			
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 make clear, reasoned decisions within frameworks	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 take ownership of tasks and act independently in light of shifting priorities and escalate issues appropriately when required	x		Interview
Experience			
Demonstrable experience of contract drafting and negotiation	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 diligence for intellectual property deals		x	Application Form / Interview
Experience of supporting multi-partner collaborative projects		x	Application Form / Interview
Other requirements			
An understanding and commitment to the principles of equality, diversity and inclusion	x		Application Form / Interview