

Job Description

Job Title:	Research Contracts and IP Manager
Department / Unit:	Research & Innovation
Job type	Full-Time, Permanent, Professional Services
Grade:	RHUL 8
Accountable to:	Head of Research Contracts
Accountable for:	n/a
Purpose of the Post	
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. 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.	
Key Tasks	
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.	
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 University'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 University and University 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 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.
Our Values
Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

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 and IP Manager **Department:** Research & Innovation

Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Undergraduate degree or equivalent experience	x	
Knowledge of contract law	x	
Knowledge of intellectual property law	x	
Knowledge of University and higher education structure, funding sources and policies		x
Legal qualification (professional or academic)	x	
Skills and Abilities		
Excellent communication skills (verbal and written) with a range of stakeholders	x	
Ability to negotiate and influence decision making at a senior level	x	
Ability to make clear, reasoned decisions within frameworks	x	
Ability to work effectively as part of a team, proactively exchanging advice and support with colleagues in a considered and effective manner	x	
Ability to take ownership of tasks and act independently in light of shifting priorities and escalate issues appropriately when required	x	
Experience		
Demonstrable experience of contract drafting and negotiation	x	
Proven experience of deadline driven working	x	
Demonstrable experience of contract management in a higher education, public sector or commercial setting		x

Demonstrable experience in supporting knowledge exchange and the commercialisation of research outputs		x
Demonstrable experience of carrying out due diligence for intellectual property deals		x
Experience of supporting multi-partner collaborative projects		x