**Job Description: Professional Services Leadership Position**

|  |  |
| --- | --- |
| **Faculty/Directorate/Service Area:** | Research, Engagement and Innovation Services |
| **Job Title:** | Junior Contracts Officer |
| **Department/Subject:** | Contracts Team |
| **Salary:** | £32,982 - £37,099 per annum pro rata |
| **Hours of work:** | 35 hours per week |
| **Contract:** | This is a permanent position |
| **Location:** | This position will be based across University sites as required |

|  |  |
| --- | --- |
| **Main Purpose of Post** | 1. The post holder will work under the supervision of the Contracts Manager and Contracts Officers in the Contracts Team to provide expert advice on a broad range of commercial agreements, predominantly relating to research undertaken by the University in collaboration with universities, industry, commerce and government organisations in the UK, Europe and globally. This support spans from initial discussions to approval for signature. 2. Draft, review and negotiate a wide a range of commercial agreements predominately relating to research including but not limited to: Amendment/novation/termination, Collaboration agreements, Clinical trial agreements, Consultancy, Consortium agreements, Data sharing/access, Equipment purchase/loan, Framework agreements, Funding agreements, Heads of Terms, MoUs, NDAs, IP licensing and assignments, Material transfer, Service agreements, Studentships, Subcontracts. 3. Effectively negotiate the terms and conditions of contracts, with particular attention to full cost, payments terms, publication and intellectual property rights, institutional risk and liability, and strategic value. 4. Provide specialist advice to support management decisions, assisting Academics, and Professional Services in commercial agreements, predominately relating to research. 5. Manage a portfolio of contracts where standard agreements are unsuitable, requiring bespoke agreements. 6. Take responsibility for negotiating additional contracts to alleviate workload pressures within the Contracts team, ensuring that risks are appropriately assessed and managed. 7. Support the Contracts team by triaging new contracts, conducting detailed assessments, and analysing issues and problems. Use specialist knowledge to identify and recommend suitable solutions. 8. Review research grant terms and provide advice to Academics and Professional Services staff to ensure they understand their obligations. 9. Liaise with Academics and Professional Services staff on research and enterprise contract issues, ensuring all contracts handled by REIS follow the correct signoff procedures 10. Collaborate with the Contracts team to develop guidance for the research Professional Services support teams and the Academic community. Support the development and implementation of best practices and efficient processes to maintain a high level of service. 11. Contribute to increasing the University's research and exploitation income by raising awareness of key issues such as the pricing of research contracts and intellectual property. Assess and negotiate ownership and access rights to intellectual property, developing suitable exploitation strategies as necessary. 12. Stay informed of research funding and research contract issues, including developments in any applicable legislation. 13. Any other duties as allocated by the line manager following, consultation with the post holder. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. 5. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy |
| **Leadership Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values: [Professional services values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  In addition you will operate to a defined set of [Leadership Values](https://www.swansea.ac.uk/media/Swansea%20University%20Leadership%20Model%202018.pdf):  **We are Professional**  We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance.  **We Work Together**  We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the “big picture” and harnessing ideas and opportunities to achieve the University’s vision.  **We care**  We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motive and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand. |
| **Person Specification** | **Essential Criteria:**  **Leadership Values:**   1. Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions. 2. Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge. 3. Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care.   **Qualifications**   * Diploma in Legal Practice or working towards qualification as a lawyer through the SQE or equivalent. * To be committed to personal development to ensure compliance with the training and other requirements of the applicable regulatory body for your qualification and to carry out other relevant training appropriate to the role and to meet the wider needs of the University.   **Experience, Knowledge and Skills**  • To provide legal advice relating to contracts and assist in advising the University on using legal processes in the most effective way.  • To provide legal advice and support to the University and its subsidiaries as appropriate.  • To advise Academics, University Managers, Senior Staff and Professional Services.  • To provide legal advice and support to the University community, ensuring compliance, managing risk and mitigating that risk before, during and after internal and external processes.  • Experience in reviewing, drafting and negotiating commercial contracts or other legal documents.  • Full working knowledge and experience of applying Rules and Regulations.  • Experience of developing policies and procedure to ensure compliance with Legislation and Regulations.  • Experience of dealing independently with a caseload.  • Demonstrate excellent oral communication skills.  • Have excellent drafting and written communication skills.  • Demonstrate excellent IT skills.  • Demonstrate excellent negotiating skills.  • Provide examples of influencing others to reach a desired outcome.  • Demonstrate the ability to work well within a team as well as to take individual responsibility.  • Demonstrate accuracy and attentiveness to detail as well as ability to contextualise matters.  • Demonstrate an aptitude to develop legal awareness in all areas to be able to respond appropriately to any legal issue that arises.  **Desirable Criteria:**   * A qualified Lawyer * Experience of drafting, reviewing and negotiating intellectual property clauses in contracts. * Experience of working in UK Higher Education * An understanding of relevant legislation (such as Data protection, Export controls, Subsidy control regime and the NSI Act). |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |

  