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**Job Description: Professional Service Positions**

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| **Faculty/Directorate/Service Area:** | *FSE* |
| **Job Title:** | Contracts Officer (Natural Products BioHUB Centre) |
| **Department/Subject:** | *Natural Products BioHUB - Bioscience* |
| **Salary:** | *Grade 8: £39,105 to £45,163 per annum* |
| **Hours of work:** | *Full time, 35 hours per week* |
| **Number of positions:** | 1 |
| **Contract:** | This is a fixed term position until 30/09/2028 |
| **Location:** | This position will be based at the Singleton Campus |

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| **Main Purpose of Post** | The **Natural Products BioHUB Centre (NPB-Centre)**, a transdisciplinary hub centred in the Biosciences Department at Swansea University (SU), is one of the UKRI Accelerating the Green Economies Centres. Our mission is to harness the industrial potential of eukaryotic microbes fostering interdisciplinary collaboration. The Centre addresses the rapidly growing market for microbial natural products, which includes antimicrobials, organic acids, and agricultural applications.    The NPB-Centre utilizes existing research capabilities and innovative business models to streamline the journey from discovery to commercialization. This includes focusing on developing algal biotechnological application and natural product discovery. The goal is to research natural products, develop innovative processes, overcome regulatory challenges and facilitate the commercial viability of new products, driving green technology innovation and supporting global sustainability. The NPB Centre will leverage the interdisciplinary expertise of SU, the Centre for Agriculture and Biosciences International (CABI) and the Scottish Association for Marine Science (SAMS), along with established industrial collaborations. The NPB Centre is supported by UK Research and Innovation (UKRI) Building a Green Future strategic theme grant number UKRI239.    Operational strategies of the NPB-Centre include collaborative outreach, organism exploitation, research and development of organisms and processes, and advanced testing, analytical and screening platforms. These efforts are supported by significant infrastructure to promote sustainable economic development. The Centre aims to attract private investment, enhance local capabilities, and foster the widespread adoption of green economy solutions. By excelling in green biotechnology R&D, the NPB-Centre is committed to delivering substantial economic and environmental benefits, creating green jobs, and ensuring regional prosperity.  **About the Role:**  We are seeking a dedicated and detail-oriented Contracts Officer to join the NPB-Centre. You will play a pivotal role in drafting and reviewing legal contracts, collaboration and licensing agreements, thereby facilitating the development and commercialisation of new products and processes with our external partners and ensuring regulatory compliance. Your efforts will directly contribute to the Centre's goal of advancing green biotechnology, supporting global sustainability, and driving economic growth.  **Key Responsibilities**:  **Drafting and Reviewing Contracts:**   1. Draft and review agreements for collaborative R&D projects, NDAs, MoUs etc in line with the university’s policies and procedures, by working closely with the University’s REIS Contracts Team 2. Ensure the NPB Centre’s compliance with legal and regulatory standards in contract development. 3. Analyse and interpret complex contract terms and conditions and give clear and concise advice to the Centre Directors, Manager and the project team at all levels on the impact, associated risk and liability. 4. Liaise with internal and external stakeholders to negotiate agreements, NDAs, MoUs, policies and procedures for collaboration with businesses, RTOs, third sector organisations and investors.   **Facility Access Contracts:**   1. Work closely with other university departments to facilitate negotiation of terms for access to research facilities and resources and oversee internal co-location arrangements for external partners working with the team. 2. Ensure all contractual agreements align with the NPB-Centre’s goals and regulatory requirements.   **Regulatory and Compliance:**   1. Stay updated on relevant laws, regulations, and industry standards affecting the Centre’s activities. 2. Advise the project team on regulatory challenges and compliance issues. 3. Ensure that all contractual agreements are compliant with funder requirements, including but not limited to Subsidy Control, Trusted Research and the implications of the National Security and Investment Act. 4. Ensure that all project activities adhere to ethical standards and best practices. 5. Ensure that all legal and contractual documentation is retained in line with funder and University guidelines.   The successful candidate should aim to acquire and develop further knowledge to support the team with:   1. Maintaining Official Recognition of Efficacy Testing Organisation (ORETO) status for the Centre laboratories. 2. Drafting efficacy testing SOPs, study protocols and trials. 3. Developing special purpose vehicles (SPVs), spin-outs, spin-ins, and start-ups. 4. Contracts for business development activities to support the commercialisation of research outputs. 5. Identifying intellectual property (IP) opportunities and strategies liaising with the project manager, the business development officer and the university’s IP & commercialisation experts. |
| **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 |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](http://www.swansea.ac.uk/the-university/world-class/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, the appointee will operate to a defined set of Leadership values.  Our values are:  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Values:**   1. Demonstrable evidence of taking pride in delivering professional services and solutions 2. Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. 3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience   **Qualification:**   1. Educated to A-level and significant relevant work experience.   **Experience:**   1. Proven experience in drafting, review and administration of legal documents such as non-disclosure agreements, contracts and MoUs, preferably in the context of research and development. 2. Proven experience in influencing others and negotiating with them to achieve an outcome. 3. Familiarity with business development processes, particularly within academic and industrial collaborations. 4. Experience of providing service and advice to individuals with widely diverse cultural backgrounds, educational and work experiences.   **Knowledge and Skills:**   1. Strong understanding of intellectual property rights and regulatory frameworks, preferably in the biotech industry. 2. Drafting skills with excellent attention to detail. 3. Excellent verbal and written communication skills with clear evidence of effective presentation skills and the ability to converse with a range of stakeholders and to present complex information in a clear way to a lay audience. 4. Ability to work collaboratively within a multidisciplinary team. 5. Good organisational skills, the ability to manage a variety of tasks simultaneously, and to organise and prioritise own work and that of others in order to meet project milestones.   **Desirable Criteria:**   1. Experience in a similar role on externally funded projects in a HE environment 2. Willingness to travel to meet clients and other stakeholders at different locations within Wales, the UK or internationally 3. Theoretical and practical knowledge of IP and patents, copyright and trademarks and technology transfer methods 4. Experience or knowledge of operating within and compliance with funding bodies. 5. Knowledge of the green economy sector within Wales, the UK and internationally |
| **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/). |
| **Additional Information** | Informal enquiries are welcome and can be directed to Dr Farooq Shah ([f.a.shah@swansea.ac.uk](mailto:f.a.shah@swansea.ac.uk)) or Kate Williams k.l.williams@swansea.ac.uk |

  