

Senior Contracts Manager

Department	Research and Knowledge Exchange Services Directorate (www.strath.ac.uk/rkes/)		
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Staff Category	Administrative and Professional	Reference No	506237
Reports To	Head of Grants and Contracts	Grade:	9
Salary Range:	£54,949 - £61,823	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	19/02/2023

Job Advert

The University of Strathclyde is a leading international technological university, focused on delivering excellent teaching and world-class research, and known for forging strong collaborative links with industry, government, business and the third sector.

This new role will lead a faculty-facing team of legal professionals, based in the Grants and Contracts Team in the University's Research and Knowledge Exchange Services directorate, providing specialist support and legal advice on externally funded research and knowledge exchange contracts.

You will lead and oversee the negotiation of contracts on behalf of the University ensuring that the legal and commercial risk to the University is appropriately managed contractually, maximising financial return and protecting academic and University interests.

You will have sufficient depth of expertise in the sector to make an immediate impact on the work of the team, and to provide guidance and support to less-experienced lawyers.

You will have a degree in law and/ or extensive specialist experience (preferably in a higher education or professional services environment) of contract negotiations and of advising clients across various legal matters affecting the operations of a large research-intensive University. You will possess high level communication skills, the ability to work collaboratively and influence at a senior level, experience of assessing and balancing legal risk and reward, and the ability to plan and lead a faculty-wide contract portfolio and deliver to deadlines.

Job Description

Brief Outline of Job:

To provide senior specialist support in connection to negotiation of contracts and provide legal advice in relation to the University's research, consultancy and services rendered activity.

Main Activities/Responsibilities:

- Lead a faculty-facing legal team to manage and negotiate terms and conditions with external organisations as needed to support the University in undertaking research, consultancy and services rendered activity in support of its strategic plan, ensuring that contracts sufficiently balance, and manage the legal and commercial risk to the University whilst at the same time securing expected income and other benefits to support the university in realising its strategic goals through the involvement in faculty engagement

2.	Consult with and advise academic stakeholders to ensure that the above is delivered in line with strategic need, and that accepted levels of risk are clearly communicated so that they can be effectively managed through project delivery. Advice in such scenarios will typically require creative problem-solving in response to scenarios where there is an absence of precedent and significant potential cost of failure.
3.	Liaise with G&C colleagues to document and communicate financial arrangements, discuss insurance provisions, deal with queries regarding contractual and accounting terms and ensure that accounts are properly established for claiming and receipt of external funding.
4.	Provide advice as the Senior Advisor to internal stakeholders in respect of current and emerging legal and regulatory requirements, including but not limited to procurement, dispute resolution, governance matters, collaborations, international matters, complex contracts, intellectual property, regulatory matters, risk and compliance.
5.	Deputise for the Head of Grants and Contracts in providing guidance and support, for Contracts Managers and Contracts Officers across all the above services including using autonomy to make decisions in lieu of the Head of Grants and Contracts.
6.	Working alongside the Head of Grants and Contracts in developing improved structures and systems for the effective delivery of legal services in support of ambitious institutional plans for growth including the creation and maintenance of template agreements with a focus on governance and risk management.
7.	Work with faculty stakeholders to build strategic relationships with appropriate Heads of Department and Vice and Associate Deans to enable the delivery of legal services targeted and tailored to Faculty strategy, priorities and needs.
8.	<p>The successful applicant will be expected to:</p> <ul style="list-style-type: none"> • oversee a faculty-facing legal team's workload and files and ensure that such legal files are recorded/retained in an organised manner and are easily accessible; • work largely autonomously, with line management review routinely applied on completion, but referring issues as necessary to manage exceptional circumstances • foster and build strategic working relationships across internal stakeholder groups • engage with and manage the expectations of contacts across the University and balance competing priorities having regard to capacity of less experienced colleagues; • work collaboratively with other professional advisers and administrators working for the University; • identify and work towards longer term strategic goals for the University.
9.	<p>The successful applicant will be required to:</p> <ul style="list-style-type: none"> • Take ownership in appropriate judgement in relation to requests for legal input; • Manage incoming workload to ensure that deadlines are met; • determine whether external legal support is necessary and provide first line escalation for Contracts Managers and Officers. • identify where input is required from other professional services within the University.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A degree in law or extensive professional experience of contract negotiations in a comparable role

D1 Practicing solicitor

Experience

E2 Very extensive practical experience of dealing at a senior professional and management level with legal issues associated with the Higher Education sector, research and commercial funders

E3 Extensive and high-level experience of Higher Education procedural and administrative requirements in relation to contracting and processing externally funded research and KE income and projects

E4 Extensive track record of commercially-informed negotiation and problem solving

Job Related Skills and Achievements

E5 Highly developed legal and analytical thinking and advising

E6 Ability to build strategic relationships, representing interests of wider team and colleagues with key stakeholders, managing expectations and responding proactively to evolving service needs

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- E7 Ability to provide mentorship and guidance, and/or provide a level of escalation for less experienced professional colleagues
 - E8 High level communication skills, with an ability to communicate persuasively both verbally and in writing, often with significant complexity
 - E9 Ability to think creatively about existing service provision, taking account of feedback and sectoral issues, and propose innovative developments to shape strategic direction of internal legal services to align to stakeholder needs
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Personal Attributes

- E10 Action-orientated with the ability to use initiative to partner and work collaboratively with others to achieve successful outcomes
 - E11 Evidence of continuous professional development and the ability to stay up to date with current and emerging legal and regulatory requirements
 - E12 Understands and delivers advice and service informed by a broad view of institutional strategy and objectives
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Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Andrew MacKenzie, Head of Grants and Contracts (andrew.mackenzie@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 02/03/2023.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

