

FURTHER PARTICULARS

The University of Cambridge

The University of Cambridge is one of the world's leading Universities, with an outstanding reputation for academic achievement and research.

Cambridge comprises 31 Colleges and more than 150 departments, faculties, schools and other institutions plus a central administration.

The Research Operations Office offers expert guidance in securing and administering sponsored research funding for our academics, administrators and sponsors, working together today to enable world class research tomorrow.

The Research Office is organised into School Teams which provide dedicated support to our colleagues in the School Offices, Faculties and Departments. The four School Teams are:

- **Arts & Humanities and Humanities & Social Sciences**
- **Biological Sciences**
- **Clinical Medicine**
- **Physical Sciences and Technology**

Post	Contracts Manager - School of Biological Sciences
Summary of Role	<i>More detailed information is provided under the Role Description</i>
Location	Research Operations Office, 16 Mill Lane, Cambridge CB2 1SB
Terms and Conditions	
Salary	£32,751 - £44,016
Grade	Eight
Working pattern	Monday – Friday
Hours of work	37
Limit of tenure	None
Annual leave	33 days + 8 Bank Holidays
Pension	USS
Closing date for applications	20 February 2012
Expected date for interview/selection	29 February 2012
How to apply	www.admin.cam.ac.uk/offices/research/contact/vacancies.aspx

Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Information if you have a Disability

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation.

The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact, Margaret Perry who is responsible for recruitment to this position, on 01223 333543 by email on margaret.perry@admin.cam.ac.uk or by post to Research Operations Office, 16 Mill Lane, Cambridge CB2 1SB

For additional guidance and information, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.

Further Information

There is a range of information which you may find helpful on the University's website: www.cam.ac.uk/jobs/. This includes applying for posts, working at the University, living in Cambridge and details of current vacancies.

Attachment: CHRIS/PD33 Part 2 – Role Description

Role Purpose

The postholder will develop and implement appropriate agreements in order to facilitate research funding in the best interests of the University. The role also involves carrying out a 'project management' role to guide academics and funders through the University processes to enable research projects to get up and running. This includes drafting, reviewing and negotiating research related contracts (such as agreements covering research funding, studentships, confidentiality, material transfer and software) for all departments in the relevant School; protecting the University's access to the results of research for further use or commercialisation, reducing legal liability, assessing risk, providing advice and guidance on costing and pricing, seeking optimal payment terms and academic publication rights; liaising with academics, Departmental Administrators and others to communicate and discuss key terms and risk. The Contracts Manager assists the Senior Contracts Manager in developing systems, procedures and relationships for the negotiation of externally funded research agreements on behalf of the University.

Main Responsibilities

	Key duties and responsibilities	% time spent/ frequency
1	<p>Collaboration Contracts and Studentship Agreements</p> <ul style="list-style-type: none"> • Negotiate single and multi-party agreements • Provide advice and guidance on costing and pricing in line with University policy and to help Department submit the most appropriate budget. • Provide advice on Intellectual Property (IP) in relation to research collaborations. • Liaise with Cambridge Enterprise in relation to IP. • Coordinate with third parties both internal and external to the University in order to ensure the project is able to commence and does so. • Check for conflicts with other third parties • Liaise with department, Academic and Student to confirm acceptable terms. • Carry out negotiation planning and coordination of negotiation between all parties • Project management • Undertake risk assessment and propose actions to mitigate possible risk • Understand and interpret University and Sponsor policies and requirements • Problem solving • Advise and clarify terms of contract to Academic member of staff and and Heads of Department • Draft bespoke agreements • Understand University policies and provide advice 	50%
2	<p>Material Transfer Agreement/ Confidentiality Agreement/Software Licence</p> <ul style="list-style-type: none"> • Review incoming MTA/CDA for acceptability in line with CRO guidelines. • Report to academic whether changes are needed. • Negotiate terms and conditions with the third party • Draft bespoke MTA/CDA using the information supplied by the academic and provide to the third party 	15%

	<ul style="list-style-type: none"> • Negotiate changes with the third party if needed • Ensure the agreement is executed properly. • Keep academic lead informed of progress and supply with copy of the final agreement 	
3	Amendments, Extensions, Subcontracts	
	<ul style="list-style-type: none"> • Review agreements for acceptability in line with CRO guidelines and templates. • Issue template agreements and letters. • Draft specific IP, publication, and confidentiality terms in consultation with academic • Report to academic lead whether changes are needed. • Verify and advise on finances with academic and Departmental administration where relevant. • Negotiate terms and conditions with the third party 	15%
4	Agreement administration	
	<ul style="list-style-type: none"> • Supervise Research Support Advisors/Administrators to <ul style="list-style-type: none"> • Ensure all relevant details of CDAs/MTAs, Software Licences and other agreements are logged on computer system • Ensure agreements are filed correctly • Ensure academic lead is involved in negotiations and is aware of obligations of the agreement • Check costing and agree activation on University's financial system 	10%
5	Other duties	
	<ul style="list-style-type: none"> • Liaise with other academic institutions to ensure the University benefits from best practice in these agreements • Work with third parties to establish standard terms for Collaboration Agreements, MTAs, CDAs, Studentships and other Contracts • Liaising with departmental administrators to optimise systems for handling Collaboration Agreements, MTAs, CDAs, Software Licences Studentships and other Contracts • Attending monthly Contracts Meetings to discuss and advise on Contracts procedures and to be kept involved in general contract negotiation matters under discussion • Provide standard-format management reports on MTA, CDA, Studentship and other Contract activity to Senior Contracts Manager, Assistant Director and others as appropriate. • As part of the School Team maintain good working relationships with Departments, providing updates and advice to Department Administrators and Heads of Departments 	10%

Person profile

Essential knowledge, skills and experience required for role

Education & qualifications	Degree or equivalent level of education
Specialist knowledge & skills	<ol style="list-style-type: none">1. Familiarity with interpreting and understanding detailed and complex contractual documentation2. The ability to resolve issues and problems in a timely and flexible manner3. Good organisational and time/project management skills4. The ability to work effectively as a member of a team5. Ability to work independently and proactively6. Accuracy and attention to detail7. Ability to prioritise workload
Interpersonal & communication skills	<ol style="list-style-type: none">8. Excellent communication skills in writing, in person and on the telephone9. Excellent inter-personal skills with ability to interact both reactively and proactively directly with third parties and academics at all levels of seniority10. Ability to convey complex information to a non-specialist audience
Relevant experience	<ol style="list-style-type: none">11. Experience of negotiating and drafting Collaboration Agreements CDA's, MTA's and other contracts12. Experience of pre and post award research administration in a University or a commercial research environment
Additional requirements	<ol style="list-style-type: none">13. Ability to work quickly and meet tight deadlines14. Ability to stay calm under pressure15. A customer-focused approach16. Understanding university pricing policy, IP policy, financial regulations and the interpretation of those with regards to contract negotiation.