UNIVERSITY OF CAMBRIDGE

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 University Research 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	Senior Contracts Manager - School of Physical Sciences and Technology
Summary of Role	*More detailed information is provided under the Role Description*
Location	Research Operations Office, 16 Mill Lane
Terms and Conditions	
Salary	£36,862 – £46,696
Grade	Nine
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	24 February 2012
Expected date for interview/selection	w/c 5 March 2012
How to apply	www.admin.cam.ac.uk/offices/reserach/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

Overall management responsibility for Contracts staff: leading on key decisions and dealing with management issues. Part of the Leadership Team of the Research Office responsible for the direction and improvement of research administration. Negotiating complex research contracts and agreements; protecting the University's access to the results of research for further use or commercialisation, reducing legal liability, seeking optimal payment terms and academic publication rights. Overseeing and developing the systems and procedures for the negotiation of externally funded research agreements on behalf of the University.

Main Responsibilities

	Key duties and responsibilities	% time spent/ frequency
1	**Contracts**	
	• Support and advise the Physical & Technology Schools Contracts Managers to ensure that the University receives the best possible terms and includes all eligible costs incurred by accepting agreements. • Negotiate the terms and conditions complex agreements and ad hoc high value research collaborations for commercial organisations, government agencies and departments and overseas agencies. • Provide support for the Schools and Departments by offering advice on exceptional and complex contracts and relationships with sponsors. • Take a lead in reviewing legislations and policies specific to the Physical & Technology Schools and how this impacts on research administration, for example Research Governance. • Support the Assistant Director in the negotiation of agreements and procedures with partner organisations such as the NHS Trusts, the MRC, the Wellcome Trust and CRUK in order to facilitate good working practice and research administration between the institutions.	60%
2	**Operational Management**	
	• Deal with issues and resolve complex enquiries, problems and negotiations arising from all aspects of research administration. • Authorisation and signature of agreements which have not been negotiated by the post holder up to a value of <£2m fEC. • Day to day management of the Contracts workloads which includes the regulation of work flow within their portfolio of departmental allocation; the delegation of tasks and responsibilities to team members and the setting and enforcing deadlines as appropriate. • Liaising with the Senior Policy Manager in order to implement Research Office and University policy in relation to Contract Negotiation and Business Development within the Physical & Technology Schools.	20%

3	**Team Leadership and Management**	
	• Encourage all Physical & Technology Schools Contracts team members to play a positive role in planning, target setting and implementing any initiatives to support the strategy of the Schools and the Research Office. • Provide team leadership in detailed, effective operational planning and input to the development of internal policies and procedures that facilitate quality management, staff development, consistently high quality customer services, and continuous improvement. • Provide leadership, mentorship and support to team members to develop their skills and expertise in contract negotiation and business development. • Manage the staff of the Physical & Technology Schools Contracts and Business Development team to ensure best use of resources in response to Schools requirements. • Work with the Assistant Director and Research Support Manager on the direction of the School Team, the best use of resource in the School Team and the management of the Research Support Advisors and Administrators.	10%
4	**Communication and Training**	
	• Develop and deliver training and presentations on Contracts issues both internally and externally. • Support the Assistant Director in communication between the Research Office and the Schools and its constituent departments, academic and administrators. This will include attending relevant departmental meetings. • Help shape the monthly Contracts Meetings and to share best practice in this forum. • Maintain an awareness of, and participation in relevant professional networks eg, ARMA, Brunswick Group, Russell Group, and Praxis. • Proactively provide high quality advice to other senior colleagues in research support roles on strategic and case-specific matters relating to contract negotiation and business development.	5%
5	**Other**	
	• Take the lead on liaising 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. • Provide management reports to Assistant Director on performance of the Contracts function.	5%

Person profile
Essential knowledge, skills and experience required for role

Education & qualifications	Degree or equivalent level of education
Specialist knowledge & skills	Familiarity with interpreting and understanding detailed and complex contractual documentation An understanding of the research process within the University An understanding of the legislation in relation to Physical & Technology research. The ability to resolve issues and problems in a timely and flexible manner Excellent organisational and time management/project management skills. Ability to work independently and proactively Legal background within a scientific field
Interpersonal & communication skills	The position requires excellent interpersonal skills to be able to motivate manage and co-ordinate and lead improvements in a team environment Flexibility, accuracy and attention to detail A customer focused approach
Relevant experience	Experience of negotiating contracts in either a University or a commercial research environment Project management experience Managing a team Experience of pre and post award administration in a University or equivalent environment.
Additional requirements	Ability to work efficiently and meet tight deadlines A customer-focused approach Understanding university pricing policy, IP policy, financial regulations and the interpretation of those with regards to contract negotiation.