

Contracts Manager

Research Office

Vacancy reference: EW39752

Closing date: Monday 27 May 2024



Key Responsibilities

Salary:

Grade 8

£40,521-£54,395

Contract:

Permanent

Location:

Greenwich House

Department:

Research Office

Responsible to:

Senior Contracts Manager

Working pattern:

Full-time

Purpose of the role

The post holder 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, collaborations, studentships, confidentiality, material transfer and software); 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.

Key responsibilities

Collaboration Contracts and Studentship Agreements

- 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 to ensure the project is able to commence and does so.
- Check for conflicts with other third parties
- Liaise with Departments, department's Research Governance Officer, Academic, Student and Cambridge Enterprise portfolio manager, as necessary, to confirm acceptable terms.
- Carry out negotiation planning and coordination of negotiation between all parties
- Project management



Key Responsibilities (continued)

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Grade 8

£40,521-£54,395

Contract:

Permanent

Location:

Greenwich House

Department:

Research Office

Responsible to:

Senior Contracts Manager

Working pattern:

Full-time

- 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 Head of Department.
- Draft bespoke agreements
- Understand University policies and provide advice.
- Ensure academic lead is involved in negotiations and is aware of the obligations of the agreement
- 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.

Agreement administration

- Check costings with Grants Team and Department
- Ensure academic lead is involved in negotiations and is aware of obligations of the agreement.

Other duties

- Work with third parties to establish standard terms for Collaboration Agreements, MTAs, CDAs, Studentships and other Contracts
- Liaising with Departmental administrator/Research Governance Officer to optimise systems for handling Collaboration Agreements.
- MTAs, CDAs, Software Licences, Studentships and other Contracts

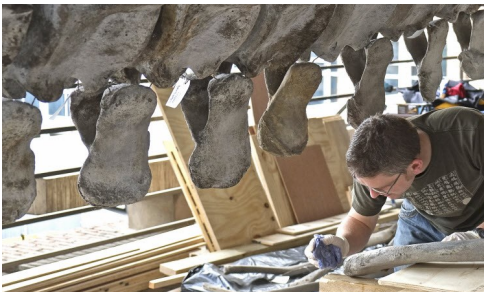
**Material Transfer Agreement/
Confidentiality Agreement/
Software Licence**

- Review incoming MTA/CDA for acceptability in line with ROO guidelines
- Report to academic whether changes are needed
- Negotiate terms and conditions with the third party.

**Amendments, Extensions,
Subcontracts**

- Review agreements for acceptability in line with ROO guidelines and templates.
- Issue template agreements and letters
- Draft specific IP, publication, and confidentiality terms in consultation with academic.

- Attend Contracts and Team meetings to discuss and advise on Contracts procedures and to be kept involved in general contract negotiation matters under discussion.



Person specification

	Essential	Desirable
Experience		
Experience of negotiating and drafting Collaboration Agreements CDA's, MTA's and other contracts	✓	
Experience of pre and post award research administration in a university	✓	
Skills		
Familiarity with interpreting and understanding detailed and complex contractual documentation	✓	
Ability to resolve issues and problems in a timely and flexible manner	✓	
Good organisational and time/project management skills	✓	
Ability to work effectively as a member of a team	✓	
Ability to work independently and proactively	✓	
Accuracy and attention to detail	✓	
Ability to prioritise workload	✓	
Scientific background is desirable		✓
Excellent communication skills in writing, in person and on the telephone	✓	
Excellent inter-personal skills with ability to interact both reactively and pro- actively directly with third parties and academics at all levels of seniority	✓	
Ability to convey complex information to a non-specialist audience	✓	
Qualifications		
Degree level or equivalent	✓	
Additional Requirements		
Ability to stay calm under pressure	✓	
Understanding university pricing policy, IP policy, financial regulations and the interpretation of those with regards to contract negotiation	✓	
Have a customer-focused approach	✓	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>.

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

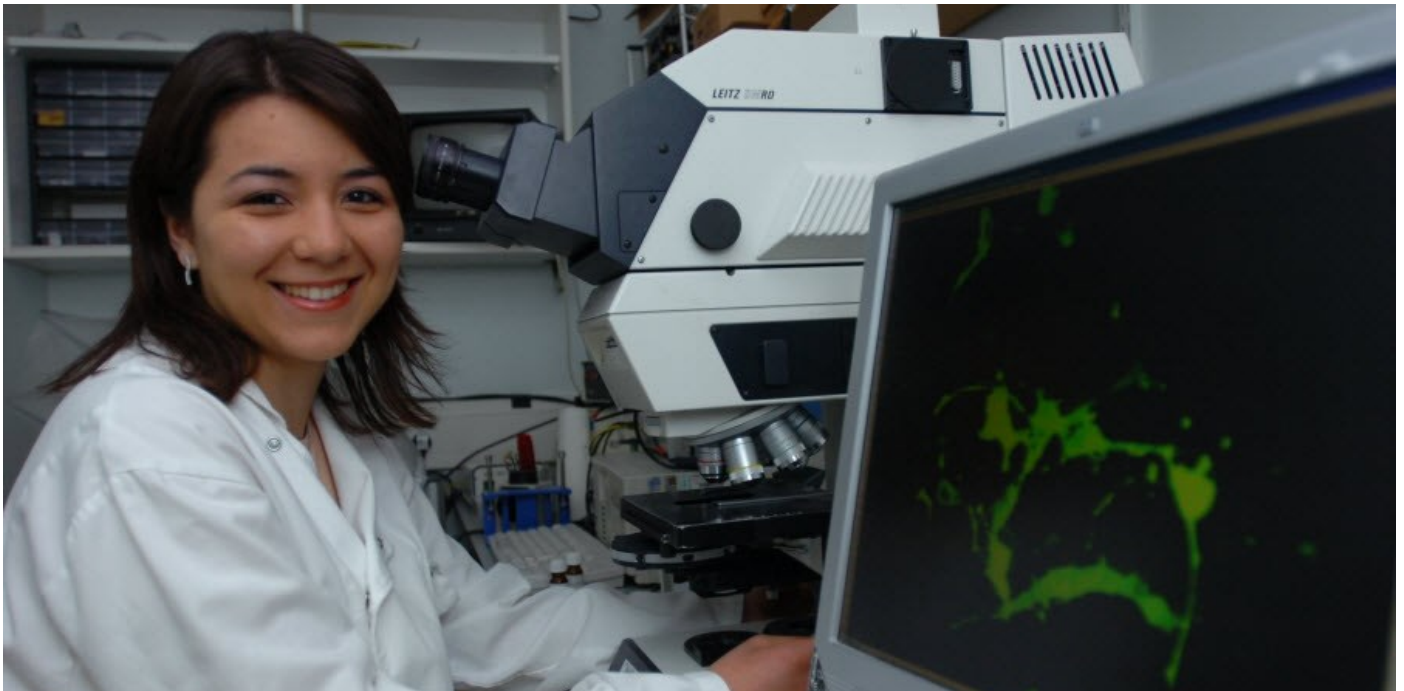
Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	B
Innovation and Change	B
Negotiating and Influencing	C
People Development	B
Relationship Building	B
Strategic Focus	B

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



Research Office



The University has an exceptional reputation as one of the world's leading research intensive academic institutions; a distinction which is of vital importance to its financial future through attracting external funding for research and to maintaining its academic excellence by attracting the very best research staff and students to Cambridge.

About the Research Office

The Research Office is part of the Unified Administrative Service and is responsible for the central administration and for taking a strategic role in the oversight and development of all aspects of the University's research activities.

It is also responsible for the central administration of the next Research Excellence Framework (REF).

The Office comprises the Research Operations Office (which is responsible for research administration including the administration of research grants and is based at Greenwich House and the Research

Strategy Office, which is responsible for support and development of research initiatives, providing advice on research strategy to the Pro-Vice-Chancellor (Research) and managing the University's REF activities (pre-and post-submission), and is based at the Old Schools.

Both the Research Operations Office and the Research Strategy Office fall under the Director of Research Services.

The Research Operations Office consists of approximately 160 staff and the Research Strategy Office of approximately 40 staff.

The Research Operations Office

The Research Operations Office is the University's official signatory for research grants and contracts, with formally delegated authority to submit applications, accept research grants and negotiate appropriate terms and conditions. Managing research projects includes monitoring expenditure, preparing statements and financial reports for the diverse sponsor requirements, and reconciling and closing the grant at the end of the project.



Support is organised into School-facing teams, each led by an Assistant Director, giving each School Office and Head of Department with a single point of contact in Research Operations for strategic issues. Each School team has an experienced team who are responsible for a portfolio of departments within their School team, and liaise directly with academic staff relating to their departments research grants and awards and to ensure optimal terms are agreed, in line with University policy.

Cross-School functions support is also provided by the Research Operations Office include EC expert advice, audit and compliance management, operational policy development, equipment sharing and outputs coordination, and staff training. The Research Operations Office provides strategic and operational support to the University's research activities, working closely with the Pro-Vice-

Chancellor for Research and the Pro-Vice-Chancellor for Enterprise and Business Relations, and in partnership with our academic staff to secure and manage funding from external organisations globally, nationally and regionally.

The Research Operations Office is responsible, annually, for submission of approximately 3,700 applications with a total value of £1.3bn and approximately 1,200 new awards with a total value of over £425m. In addition the Research Office puts in place around 3500 legal agreements.

The Research Operations team has a staff complement in excess of 160 and is the central administrative hub for research activities at the University.



Terms of appointment

Tenure and probation

Appointments will be made on a permanent basis and will be subject to satisfactory completion of a 9 month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 37 hours per week, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked .

The annual leave year runs from 1 October – 30th September.

Pre-employment checks

Right to work in the UK - we have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make will be conditional upon you gaining it.

Health declaration - once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications - the person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process.

We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Cambridge Research Office Recruitment via CROrecruitment@admin.cam.ac.uk

Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk

The University

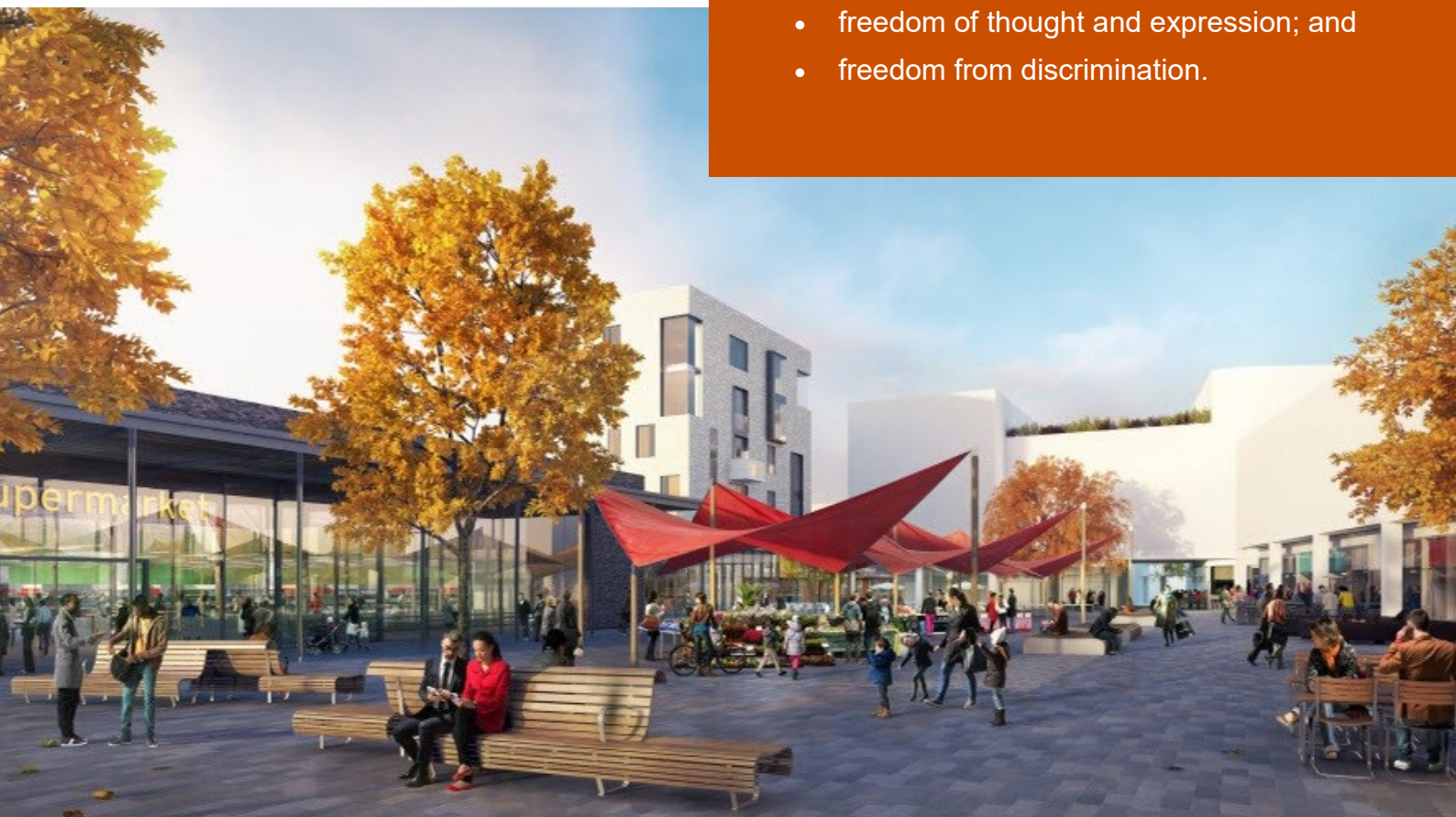
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Dr Martin Doris via Martin.Doris@admin.cam.ac.uk

Closing date: Monday 27th May 2024

Interviews: Monday 10th June and Tuesday 11th June 2024

If you have any queries regarding the application process please contact crorecruitment@admin.cam.ac.uk



UNIVERSITY OF
CAMBRIDGE