

Job Description

Title	Details
Job title	Contracts Associate
Department/Unit	Research Engagement and Innovation Office (REIO)
Job Type	Part Time (0.8 FTE), Fixed Term Contract (12 months)
Grade	Grade 6
Accountable to	Research Contracts Manager
Accountable for	n/a
Vacancy reference	SRF54647
Additional Information	n/a

Purpose

To assist in the overall provision of an effective contracts management service relating to the University's research and innovation activity, by reviewing, progressing and completing research & innovation related agreements with commercial bodies, higher education sector funders, charities and other collaborating research & funding bodies.

Team Structure

Research Contracts team's structure :

- 1 Head of Research Contracts
- 8 Contracts Manager
- 2 Contracts Associates (including this position)
- 1 Contracts Assistant.

The Research Contracts team is part of the Research Engagement and Innovation Office (REIO). REIO has over 60 staff in the following teams:

1. Research Contracts
2. Project set up and project management
3. Impact
4. Knowledge Exchange and External Partnerships
5. Research Development
6. REF and Research Culture

Main duties and responsibilities

1. To compile and prepare (from templates and standards) a range of simple agreements, in a timely manner, ensuring acceptability and compliance with University policies, strategy and status; and to review and (re)negotiate similar partner - supplied contracts.
2. To manage a portfolio of contract actions and to provide regular, comprehensive and accurate updates on work in progress, matters concluded and new matters arising to senior colleagues within REIO and researchers from across the University.
3. Where appropriate, to assist in the drafting, negotiation and progress of more complex research contracts under the direction of a lead Contract Manager and appropriately escalate matters to ensure effective resolution and conclusion of contract negotiations.
4. To liaise with funders, partners and academics to complete defined actions supporting negotiations.
5. To provide project support to Contracts Managers relating to research & innovation activity, for instance, providing additional contractual support for larger proposals, completing initial reviews of contractual queries or running reports.
6. To ensure contractual terms and project requirements meet current University standards by maintaining effective and regular relationships with academic, financial & administrative colleagues and external parties.
7. To liaise with academic, financial & professional services colleagues and other departments in achieving an effective and prompt handover of responsibility for research contract matters to financial and project administration colleagues.
8. To maintain project management and tracking systems and provide management information on contract activity. This will involve the effective use of IT based records and administrative systems.
9. To keep academic and school-based colleagues regularly updated on the progress and status of their individual projects.
10. To maintain awareness of terms & conditions and the University's standard positions across the full range of common University agreements.
11. To maintain relevant skills and knowledge relating to the funding landscape, legal framework and University processes.

Supervision received

Reporting to a Research Contracts Manager, the post holder will receive one on one support, advice and guidance from senior staff and experienced Research Contracts colleagues.

Supervision given

None

Contact

Amongst other external relations, the following shall be frequent contacts in performance of duties: Industrial sponsors and commissioning bodies (UK, European and other); Other HE institutions, collaborators and sub-contractors; UK grant funding bodies; European Commission; UK Government & Agencies; Charities; external networks.

Among other internal relations, the following shall be frequent contacts in performance of duties: Research Engagement and Innovation Office colleagues including research funding, IP management, Impact and Knowledge Exchange specialists; Legal Services colleagues; Finance

(incl. Research Accountants; Procurement; VAT); Senior Academic Management in Schools; Senior University Management.

Terms and conditions

Part Time (0.8 FTE), Fixed Term Contract (12 months).

Normal office hours are Monday to Friday 9.00 am to 5.00 pm but staff are expected to work outside these hours when required. No overtime is payable. Occasional weekend work and travel may be required.

The team works on a hybrid basis, with some days in the office and some days working from home; the precise pattern can be agreed with the successful candidate.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed:

Person Specification

Job Title	School/Department
Contracts Associate	Research Engagement and Innovation Office

Which stage these Criteria be assessed

A = Application

I = Interview

P = Pre-task

Criteria	Essential	Desirable
Skills Required	• Excellent interpersonal skills with the ability to demonstrate a service-orientated approach (I), (A) • Excellent communication skills (verbal and written) with a range of stakeholders (I), (A), (P) • Ability to work effectively as part of a team, proactively exchanging advice and support with colleagues in a considered and effective manner (I), (A) • Ability to review, draft and negotiate contracts and other documentation (I), (A), (P) • Keen eye for detail (I), (A), (P) • Ability to work effectively under pressure and tight deadlines. (I), (A), (P) • Ability to take ownership of tasks, act independently in light of shifting priorities and escalate issues appropriately when required (I), (A) • Ability to prioritise and manage multiple projects (I) • Ability to make clear, reasoned decisions within frameworks (I), (A) • Ability to use IT systems & software appropriate to the role (I), (A)	
Attainment	• Undergraduate Degree or equivalent experience (A)	• Relevant professional or academic qualification or

		equivalent experience (A)
Knowledge	Knowledge of contract law (P), (I)	Knowledge of university and higher education structures & funding sources, including EU and other international funding (I)
Relevant Experience	- Experience of deadline driven working (A) - Experience of decision driven project working (A)	Direct experience of working in a research contracts function within higher education, public sector, IP management or commercial environment (A)
Other	- Able to seek assistance from colleagues and line manager at timely & appropriate points (A,I) - Able to work independently within processes and guidelines (A, I) - Able to identify appropriate standard contract templates for use in projects and implement their use accordingly (I) - Well organised (I) - A desire to succeed and make a positive contribution to the work of the department (I) - Open to learning from colleagues and committed to joint service improvement (I)	Able to engage clearly, persuasively and professionally with colleagues, management and external parties (A, I)

Completed By Frosso Tsapanidou

Date 19/10/2026