

Contracts Manager



OPPORTUNITY

Where change
gets real.



Reference: 1001-25

Grade: 08

Salary: £38,784 to £46,049, per annum, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Job Purpose:

Aston University's 2030 strategy is **Inclusive, Entrepreneurial** and **Transformational**. We are building a new model of university for a changing world. Our vision is to be a leading university of science, technology and enterprise, measured by the positive transformational impact we achieve for our people, students, businesses and the communities we serve.

Research and Enterprise is a vibrant department supporting the development of Aston University's research base across four teams: Research Services, Knowledge Exchange, Commercialisation and the Graduate School. Based within Research Services, a Research funding team of Strategic Funding Managers, Grants and Contracts Officers, Research Funding and Development Officers and a Head of Awards and Contracts support the development and submission of a growing portfolio of research funding applications.

Reporting to the Head of Awards and Contracts, the Contracts Manager will lead the negotiation of research contracts across the full range of our research and enterprise activity.

The successful candidate will bring expertise of negotiating contracts in a University or research setting. They will have significant knowledge of a full range of contract types, and experience of managing a portfolio of contracts in negotiation.

Main Duties/Responsibilities

Contract negotiation

- ▶ Draft contracts to support the delivery of research and related projects, identifying and using either the correct University template as a starting point or the recognised standard agreement such as the Brunswick/Lambert/DESCA. Agreements may include for example non-disclosure Agreements, Material Transfer Agreements, Studentship Agreements, Collaboration and Consultancy Agreements but exclude contracts relating to the development of partnership agreements for the delivery of Postgraduate Research Degrees.
- ▶ Review and comment on contracts from partner or funder organisations, to ensure that they align with the university's standard position and that risks and omissions are identified and addressed.
- ▶ Negotiate redrafts in response to partner and funder organisations' feedback and amendments with the aim of reaching a mutually acceptable contract, which supports academic aims whilst mitigating against risk to the University.
- ▶ Manage the negotiation of a portfolio of contracts, ensuring central systems and files are kept updated.

Advice and Training

- ▶ Advise colleagues across Research and Enterprise on contract-related matters, such as acceptance of funders terms and conditions prior to submission of a proposal.
- ▶ Identify potential governance concerns of the proposed research project (e.g. ethical considerations, data management risks and Trusted Research obligations) ensuring contract compliance with all relevant internal and external policies and procedures.
- ▶ Work closely with academic staff to explain the legal and compliance implications of contractual agreements and keep them informed of contract negotiation progress.
- ▶ Contribute to the development and delivery of training as required, for example providing an introduction to contract negotiation and contractual terms to new staff.
- ▶ To develop and maintain an understanding of regulations relevant to research and enterprise such as the National Security and Investment Act, and Trusted Research, and including other relevant national legislation and Government initiatives.

Systems and Processes

- ▶ Support and contribute to the development of systems and processes in support of the maintenance of accurate and transparent contract records.
- ▶ To support the development of management reporting of contract activity.
- ▶ Work with colleagues across Research and Enterprise and stakeholders to review and develop policies, processes and systems to support the effective negotiation of contracts, ensuring compliance with internal and external research governance policies and procedures
- ▶ Working in conjunction with the wider Research funding team, and colleagues in other professional support areas (HR/Finance/Library etc) to support the Award set-up and acceptance process for new awards and provide any additional support related to a research award.
- ▶ To develop and maintain an understanding of Due Diligence and Risk Assessment as it relates to research projects and support the development of our process of due diligence checks.

Additional responsibilities

- ▶ To actively contribute to the development of the research funding team and wider Research and Enterprise's activities and services in support of the delivery of the University's Research Strategy.
- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
- ▶ AND such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

Person specification

	Essential	Method of assessment
Education and qualifications	A good honours degree or professional qualification and/or equivalent professional experience.	Application form and interview
Experience	Previous experience of dealing with complicated administrative and contractual project-focused issues in a large complex organisation. Previous experience of contract negotiation, including the resolution of conflict and proposal of mutually acceptable terms. Awareness and knowledge of the principles of contract law and an understanding of basic contractual terms.	Application form and interview Application form, interview and test/presentation Application form, interview and test/presentation
Aptitude and skills	Highly developed communication, presentation, consultation and influencing / negotiation skills. Self-motivated, with an ability to work as an effective part of a team as well as independently when required Ability to work in a methodical and accurate manner, having a high level of attention to detail. Ability to relate to academic staff, represent their interests and to work in liaison with them, and other senior professional services staff as part of a whole team approach. Able to provide practical, pragmatic and outcomes focused contract advice, with the ability to evaluate	Application form and interview

	Essential	Method of assessment
	project risks and escalate appropriately internally. Excellent self-management skills and the ability to meet tight deadlines.	

	Desirable	Method of assessment
Experience	Experience of working in a similar, contract related, role in a University or similar organisation. Experience of using contract management tools	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Kevin O'Reilly

Job Title: K.D.OReilly@aston.ac.uk

Email: Head of Awards and Contracts

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its

Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.
Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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