



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Contracts Manager (Clinical Trials), Research and Innovation Service



Salary: Grade 7 (£33,199– £39,609 p.a.)

Reference: CSRIS1098

Fixed-term for 2 years due to uncertainty of future funding

We will consider flexible working arrangements

Contracts Manager (Clinical Trials) Research and Innovation Service

Do you want to be involved in negotiating, reviewing and drafting research and innovation contracts? Are you pro-active and able to deliver to deadlines?

As a member of the Research and Innovation (RIS) Contracts Team, and the wider Research and Innovation Service Team, you will provide high quality, customer-focused research and innovation support contributing to the strategic objectives and research culture of the University.

The primary focus of this role is to support the Leeds Institute of Clinical Trials Research (LICTR) and to provide research and innovation support with particular responsibility for contract review and negotiation, providing an expert focal point in contract negotiation with external sponsors and in the review of contract terms and conditions on behalf of the University.

You will have a background in contract law and a proven track record of drafting, reviewing and negotiating contracts. The ability to work on your own initiative, to influence and reach decisions and excellent verbal and written communication skills are essential.

What does the role entail?

As a Contracts Manager your main duties will include:

- Reviewing research and innovation contracts presented by potential sponsors or collaborators to safeguard the University's ability to publish results, protect its intellectual property, share any commercially valuable results and maximise downstream revenue where possible and lead on coordinating comments to sponsors, funders and LICTR trial management staff;
- Undertaking due diligence on contracts ensuring that the terms meet the University's expectations, including compliance with Medicines for Human Use and Data Protection Regulations, comply with the University's charitable obligations under the UK Charity Commission's (public benefit) rules and ensure they are in line with the University's insurance policies, financial regulations and any other applicable University policy, and are fair and reasonable terms that minimise the contractual risk to the University;



- Working with LICTR senior colleagues and trial management staff to develop standard negotiating positions and draft contracts such as collaboration agreements, subcontracts and other research and innovation contracts (usually based on precedent agreements) to present to potential sponsors or collaborators;
- Ensuring effective communication with LICTR to ensure awareness and understanding of the main obligations placed on them by a contract;
- Review changes in the terms of major funding organisations with which the University works, disseminating this information across the University through written and verbal reports;
- Ensure proposals are appropriately tracked (using internal systems) throughout the contract negotiation and acceptance stages and that they have been appropriately authorised by the University and partner organisations;
- Ensure contract terms contain appropriate data for effective management of post-award financial reporting activities;
- Approving non-cash research agreements such as Non-Disclosure Agreements, Material Transfer and data sharing Agreements, as well as other research related agreements as appropriate;
- Working with LICTR to resolve contractual disputes, financial or otherwise which arise during the course of, or on completion of the projects;
- Any other duties which are commensurate with the grade of the post as required by your Line Manager.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Contracts Manager you will have:

- A law qualification or be qualified by relevant experience;
- Track record of drafting, reviewing and negotiating contracts;
- A sound knowledge and understanding of contract structure and law;
- An understanding of Intellectual Property and its processes;
- Excellent communication and interpersonal skills;
- The ability to be pro-active, working on own initiative to influence and reach decisions, and deliver to deadlines;



- Demonstrative ability to multi-task and manage diverse workloads within the post-holders portfolio;
- A sound level of proficiency in the use of MS Office;
- A proven ability to think analytically and to be a proactive problem solver.

You may also have:

- Knowledge of clinical trial research funding, support and contracts within the HE sector;
- Experience of producing and presenting reports to peers and senior management.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Andy Duley, Director of Commercialisation

Tel: +44 (0)113 343 0918

Email: a.j.m.duley@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

