



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Research and Innovation Contracts Officer
Department	Research and Innovation Services
Location:	Llandaff
Grade:	6AB
Salary:	£38,205 - £42,978 per annum
Tenure:	Permanent
Hours	37 hours per week

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2022/23 – 2029/30. Specifically, it will:

Achieve a step change in the way that we support staff to develop their research and innovation careers, with a particular focus on post-award matters.

The primary focus of this role will be the provision of post-award contract support, allowing Research & Innovation Services to provide an integrated contract development and delivery support service. Working closely with the other R&I Officers and Research & Innovation Services (RIS) colleagues, this post will provide an interface between academic schools, Finance and RIS support teams to facilitate an integrated pre- and post-award service ensuring continuity throughout the process. You will provide critical, underpinning operational support to ensure that Cardiff Met's research and innovation community is fully engaged with, and benefitting from, opportunities arising from the rapidly evolving funding landscape. Whilst the focus of the role is the provision of post-award support, there may also be the opportunity to contribute pre-award, including with regards awareness raising, proposal development, project costing and related matters.

Principal Duties and Responsibilities:

1. To act as a key liaison and information point, providing advice and support in respect of research and innovation post-award matters. You will provide complex and regularly-changing information, both verbally and in writing, to Schools and support units regarding R&I projects, with a particular focus on contracts and post-award issues.
2. To act as, where appropriate, the point of contact for the development of collaborative contracts, particularly those where Cardiff Met is the lead partner, or the agreements are multi-party.
3. Negotiating, drafting and recommending agreements with external customers, including price, balancing commercial and academic interests with acceptable commercial and legal risks to the University.
4. Analysing and interpreting contract terms and conditions, ensuring that contractual terms meet University requirements and advising on their impact and associated risk and liability to staff at all levels.
5. Liaising with the University's external lawyers and relevant colleagues across the University to provide clear, pragmatic advice on the implications of contractual terms, and how to manage the activity in context and ensuring that all aspects of an activity are covered in the contract.
6. Preparing and keeping under review standard contracts and associated legal documents for all aspects of research and innovation activity.
7. To work closely with RIS colleagues and school-based support teams to identify the focus of post-award support requirements and hold start-up meetings for complex and / or large research and innovation projects, including: forecasting budgets, identification of milestones and project deliverables, funder reporting, invoicing requirements etc....
8. To ensure project data is accurately recorded to provide regular management information reports as required.
9. To act as the key point of contact for auditors (internal and external), coordinating the provision of audit information requirements, dealing with queries and responding to audit findings relating to non-financial aspects of funded projects.
10. Maintaining both awareness and understanding of changes to external funders' contractual practices, terms and conditions, and in particular their policies concerning matters pertinent within the academic research and innovation context.
11. Maintaining a full awareness and understanding of Cardiff Met policies as they relate to the conduct of research, innovation and associated transactions, including Health and Safety, GDPR and Equality and Diversity.

12. Contributing to development and maintenance of operational procedures and policies, including the preparation of new template agreements and guidance as required etc.
13. To undertake other such duties as may be reasonably assigned by the Senior R&I Officer or Director of Research.

Additional Information:

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: R&I Officer – Contracts & Post-Award

Unit/School: Research & Innovation Services

*Key

A - Application form

I - Interview

T/P - Test/Presentation

ACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	Law degree or equivalent.	✓		
Education & Qualifications (Desirable)	Postgraduate Diploma in Legal Practice (LPC) or significant relevant work experience.	✓		
Knowledge (Essential)	Knowledge of contract law.	✓	✓	
	Knowledge of intellectual property issues which arise in a research context.	✓	✓	
Knowledge (Desirable)	Knowledge of research and innovation project support within an academic, funder or business environment, including evidence of post-award support as part of that role.	✓	✓	
	Knowledge of National Funding schemes.	✓	✓	

<p>Skills and Abilities (Essential)</p>	<p>Proven organisation and administrative skills.</p> <p>Ability to communicate, both orally and written, conceptually detailed and complex information.</p> <p>Ability to work under time pressures, as often required during the development and submission of research funding bids.</p> <p>Excellent IT skills.</p> <p>Excellent people skills, able to co-ordinate the work of others and act as the main point of contact for both internal and external stakeholders.</p> <p>The ability to work effectively as part of a team and with a variety of internal and external stakeholders.</p> <p>An attention to detail.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Skills and Abilities (Desirable)</p>	<p>Evidence of the ability to interpret complex procedural guidelines.</p>	<p>✓</p>	<p>✓</p>	
<p>Experience paid / unpaid (Essential)</p>	<p>Experience of developing and reviewing contracts related to the provision of services.</p>	<p>✓</p>	<p>✓</p>	
<p>Experience paid / unpaid (Desirable)</p>	<p>Experience of working in the Higher Education sector.</p> <p>Experience of drafting and negotiating research-related contracts in a university context.</p> <p>Experience of assisting in the development of successful funding bids.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Other Requirements (Essential)</p>				
<p>Other Requirements (Desirable)</p>				

<p>Other Requirements (Desirable)</p>	<p>Listening</p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh</p> <p>Reading</p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh</p> <p>Speaking</p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh</p> <p>Writing</p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
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