

# JOB DESCRIPTION



<b>Job Title:</b> Research Contracts Officer (RCO)
<b>Department:</b> Legal Department
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> Keppel Street, London
<b>Reports to:</b> Senior Contracts Manager
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> Grade 5
<b>Overall Purpose of the job:</b> The Research Contracts Officer (RCO) provides advice and guidance to faculty staff on contractual issues and is responsible for reviewing, drafting and negotiating research and consultancy contracts on behalf of the School within agreed service levels set down by the Head Contracts (HC).  The Research Contracts Officer is responsible for ensuring that (i) the School can comply with funder terms and conditions, (ii) appropriate due diligence procedures are followed when subcontracting collaborating institutions or service providers and (iii) the intellectual property, financial security and other interests of the School are adequately protected.  The postholder will take responsibility for managing standard contractual tasks through to completion and will assist more senior colleagues with the preparation, negotiation and completion of contractual tasks on the most complex research projects.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

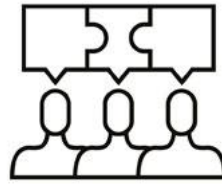
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

### Main Duties and Responsibilities

#### Communications

- Ensure that the School builds and maintains good relationships with key funding bodies, partner institutions and subcontractors through resolving pre and post award issues in a highly professional manner
- Proactively provide high quality advice to researchers and administrators on matters relating to funder contractual issues
- Keep abreast of developments in the external research environment (policy, funders) that will impact on School research funding activities
- Contribute to the development and delivery of training and presentations on aspects of the work of the R/O Contracts team to internal and external clients as required
- Review and develop content/links for the R/O intranet pages relating to funders and contract processes

#### Teamwork and Motivation

- Contribute to the development of a streamlined and professional contracts support service by participating in regular team meetings to highlight contracts-related issues and suggest improvements
- Provide additional support to colleagues when needed so that deadlines can be met

#### Liaison and Networking

- Establish collaborative relationships with colleagues in other faculties and departments and with counterparts at partner institutions and funding bodies in order to negotiate contractual terms and conditions which successfully deliver research projects within the constraints of School and funder regulations
- Participate in relevant external professional networks and disseminate information to Faculty teams and staff. Where possible seek to influence policies in the interests of the School and network with other end users.

- Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation

### **Service Delivery**

- Take responsibility for the execution of a range of contractual tasks, such as awards with standard terms and conditions, contract extensions and amendments and standard subcontract agreements
- At the direction of the Senior Research Contracts Manager, provide assistance and support to Research Contracts Managers in the management of complex contract work.
- Protect the School's access to the results of research for further use or commercialisation
- Support the Senior Research Contracts Managers responsible for the relevant Faculties by complying with the administrative processes relating to research contracts and proactively promoting good research grant management practice aligned to School policies and procedures
- Demonstrate the School's values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement

### **Decision Making**

- Decide whether the School can comply with funder terms and conditions for a contract and whether the School's insurance policy will suitably indemnify the proposed research work
- Follow due diligence procedures in order to assess the risk of contracting collaborating institutions or service providers.
- Take responsibility for balancing institutional risks against benefits to decide when a negotiation is complete and the contract can be recommended to the Senior Research Contracts Managers for signature

### **Planning and Organising**

- Manage a large portfolio of work without supervision by prioritising tasks on a daily basis according to funder deadlines, client needs and timescales, and legal complexity
- Take responsibility for the accurate and complete entry of research grants contracts into the School's research management systems
- Ensure processes are carried out on a timely basis, accurately and in accordance with the School's policy, funder requirements and KPI's

### **Initiative and Problem Solving**

- Identify opportunities to reduce legal liability, optimise payment terms and secure beneficial academic publication and intellectual property rights during contract negotiations
- Resolve disputes that arise during a contract negotiation by suggesting changes to terms and conditions that take into account the needs of both parties

- Determine when contractual requests are more complex than initially presented, identify the problems and decide whether they can be resolved or should be referred
- Develop, through a holistic approach to the research landscape and projects, the ability to draft bespoke clauses and full agreements with creative solutions beyond templates.
- Through referral to policy and guidelines, and drawing on experience in the field, propose solutions to complex issues within research contracts concerning legal, regulatory and funder obligations, and help the UK Faculty Research Contracts Team to learn from recurrent problems, through the development of specialist policies for use by the School
- Contribute to the development of School policy, priorities and agendas by highlighting issues, suggesting improvements
- Protect the School's access to the results of research for further use or commercialisation
- Responsible for developing solutions which reduce legal liability, reduce risk, and provide optimal terms for the School e.g. with respect to payment terms and academic publication rights

### **Analysis and Research**

- Perform a risk-based assessment of all contract requests and use legal and financial expertise to assess the implications and determine an appropriate course of action to manage the risks
- Conduct contract negotiations in the context of all the relevant data, including background information from the client, funder terms and specialist advice on finance, legal and research governance matters

### **Additional Information**

Deploy the necessary legal and financial expertise to protect LSHTM from exposure and risk and to assess risk in context and provide contractual risk management solutions where required

### **Research Operations (R/O)**

Day-to-day responsibility for preparing grant applications and running awards lies with project staff in three faculties: Epidemiology & Population Health (EPH), Infectious & Tropical Diseases (ITD), Public Health & Policy (PHP). The Research Operations Office provides support to the faculty-based teams and is responsible for School-level processes from application to contract negotiation to post-award financial management. Head of Research Operations leads three faculty teams and works together to support the School's research objectives by providing an efficient service for researchers and contributing to the development of the School's research management systems. Each faculty team comprises Contracts Managers/Officers and Finance Officers and manages a portfolio of grants from a wide spectrum of funders within the UK and overseas.

A Research Contracts Officer is required to support the work of the Research Contracts Managers by taking responsibility for less complex contractual tasks and assisting colleagues with more complex contractual work.

Key aspects of the role include:

- Reviewing and negotiating research and consultancy agreements

- Drafting and negotiation agreements with project partners
- Protecting the School's intellectual property
- Ensuring compliance with both funder terms and conditions and the School's regulations and policies
- Adopting a risk-based approach to contract negotiation

Promoting best practice and guidance on legal matters

### Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

**PERSON SPECIFICATION**

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

<b>Competency</b>	<b>Evidence</b>	<b>E / D</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Hold an undergraduate degree and/or have equivalent specialist training and/or hold an appropriate legal qualification</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working on research contracts within a Higher Education environment</li> <li>Working effectively and flexibly as a member of a team</li> <li>Working in a client focused environment and meeting client needs</li> <li>Communicating complex information to non-specialists</li> <li>Working independently and proactively</li> <li>Working with high levels of accuracy and with attention to detail</li> <li>Developing written guidelines and/or training materials</li> <li>Writing/developing material for the web</li> </ul>	D E E E E D D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Contract law, particularly intellectual property, confidentiality, publications and indemnity</li> <li>Review, draft and negotiate contracts in a Higher Education environment</li> </ul>	E D
<b>General</b>	<ul style="list-style-type: none"> <li>Proven ability to understand and interpret complex contract documentation and funder financial terms and conditions</li> <li>Proven ability to understand, interpret, apply and develop policies and procedures</li> <li>Excellent oral and written communication skills</li> <li>The ability to use judgement, initiative and creativity to identify and solve complex problems</li> </ul>	E E E E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Apr 2024

## Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £38,282 - £43,947 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.