

**LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
PROFESSIONAL SUPPORT SERVICES**

DEPARTMENT OF RESEARCH MANAGEMENT

RESEARCH CONTRACTS MANAGER

GENERAL INFORMATION



The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. 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.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,000 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,000 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on

short courses and continuous professional development. Our free online courses are studied by more than 55,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates).

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Research Contracts Manager (RCM)
DIVISION/DEPT/UNIT:	Research Management
RESPONSIBLE TO:	Senior Research Contracts Manager (SRCM)
GRADE:	PSP6

JOB DESCRIPTION

Job Purpose

The Research Operations Contracts Manager supports the efficient management of the research and consultancy portfolio for the either the Faculties, within agreed service levels set down by the Head of Research Contracts.

The role holder is responsible for providing advice and guidance to staff on project applications and contractual issues in line with funder terms and conditions and for drafting and negotiating research and consultancy contracts on behalf of the School. They are expected to take on additional responsibilities for developing knowledge in a variety of areas, such as systems and processes, quality assurance, compliance and training courses.

This role combines proficiency in project application and contract administration with an area of specialist expertise e.g. project costing, funders' terms and conditions, contract administration, EU administration or price/contract negotiation.

Responsibilities

1. Support the Senior Research Contracts Manager (SRCM) by managing the administrative processes relating to applications and research/consultancy contracts and proactively promoting good research grant management practice aligned to School policies and procedures
2. Contribute to the development of School policy, priorities and agendas by highlighting issues and suggesting improvements
3. Have a high level of proficiency in and responsibility for the day-to-day administration of the Faculty's research and consultancy contracts in conjunction with the Department and Project administrators, as appropriate
4. Application responsibilities include:
 - Providing advice and assistance on interpreting funders' terms and conditions
 - Playing an active role in price negotiation for specific applications or projects in conjunction with the Research Operations Finance Officer, Principal Investigator or Project Administrator

Contract responsibilities include:

- Investigating any differences between submitted and awarded budgets as part of the contract process
 - Drafting, reviewing and negotiating research and research-related contracts (e.g. agreements covering research funding, studentships, confidentiality, material transfer and software)
 - Drafting, negotiating and issuing post-award amendments and sub-contracts as required
5. Protect the School's access to the results of research for further use or commercialisation
 6. Reduce legal liability, assessing risk, seeking optimal payment terms and academic publication rights
 7. Ensure processes are carried out on a timely basis, accurately and in accordance with School policy and funder requirements
 8. Take responsibility for the accurate and complete entry of research and consultancy contracts into the School's research management systems
 9. Produce accurate reports and analyses of contract processing statistics from the School's research management systems
 10. Proactively identify problems at an early stage and resolve or refer them as appropriate
 11. Provide training on contracts (knowledge, systems and procedures) and areas of expertise to team members, members of other teams and Faculty staff and ensure dissemination of best practice throughout the Research Operations Office (ROO)
 12. Implement changes in School policies, procedures and administrative systems relating to research contracts administration
 13. Provide specialist expertise and knowledge in one or more areas of research contracts for the ROO as a whole (eg. contract administration, funders' terms and conditions, EU applications and contract negotiation)
 14. Keep abreast of developments in the external research environment (policy, funders) that will impact on School research funding activities
 15. Review and develop content/links for the ROO intranet pages relating to funders, contract processes and the area of expertise
 16. Ensure that the School builds and maintains good relationships with key funders by resolving pre- award issues
 17. Deliver training and presentations on aspects of the work of the ROO to internal and external stakeholders as required

18. 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.
19. Proactively provide high quality advice to researchers and administrators on matters relating to funder contractual issues, to include staffing a faculty based help desk facility
20. Work with colleagues across the School to streamline and improve research management processes.
21. Contribute to the general work of the Research Operations team by covering for other members of the team during absences
22. Undertake any other duties as reasonably requested by the Research Contracts Lead
23. Manage your own continuous professional development, internal collaborations and external networks in order to contribute to service quality, research excellence and innovation
24. 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

PERSON SPECIFICATION

Qualifications

	The successful candidate should:	Essential/ Desirable	Tested by*
	Hold an undergraduate degree and/or have equivalent specialist training and/or hold an appropriate legal qualification	Essential	A, I
	Have specialist training or hold qualifications or experience in research contracts	Essential	A, I

*** A = application; I = interview; T = test**

Background & Experience

	The successful candidate should have a background in, or experience of:		
	Research management (preferably within Higher Education)	Essential	A, I
	Working effectively and flexibly as a member of a team	Essential	A, I
	Working in a customer-focused environment and meeting customer needs	Essential	A, I
	Communicating complex information to non-specialists	Essential	A,I,T
	Working independently and proactively	Essential	A,I
	Working with high levels of accuracy and attention to detail	Essential	A,I
	Providing informal or formal guidance or training	Essential	A,I
	Developing written guidelines and/or training materials	Desirable	A, I
	Drafting agreements involving Clinical Trials, Human Samples and/or personal data	Desirable	A, I
	Writing/developing material for the web	Desirable	A, I

Knowledge

	The successful candidate should have demonstrable knowledge of:		
	Contract law	Essential	A, I, T
	Experience of Converis or financial/economics training	Desirable	A,I

	Intellectual Property Law	Desirable	A, I, T
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Skills & Competencies

	The successful candidate should demonstrate:		
	Proven ability to understand and interpret complex contract documentation and funder financial terms and conditions	Essential	A, I
	Proven ability to understand, interpret, apply and develop policies and procedures	Essential	A, I
	Excellent oral and written communication skills	Essential	A, I
	The ability to use judgement, initiative and creativity to identify and solve complex problems	Essential	A, I
	Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines	Essential	A, I

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, 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 UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points