

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

DEPARTMENT OF RESEARCH MANAGEMENT

SENIOR RESEARCH CONTRACTS MANAGER

GENERAL INFORMATION



The London School of Hygiene & Tropical Medicine

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.

*Model JD and PS template
March 2014*

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

Job Title: Senior Research Contracts Manager - UK	
Department /Division/Unit: Research Operations Office	
Faculty/Professional Service: PSP	
Location: Keppel Street	
Reports to: Head of Research Contracts	
Responsible for: Research Contracts Officers and Assistant Research Contracts Officers	
Full Time/Part Time/Casual: Full Time	Hours <i>(if less than full time):</i>
Grade: PSP7	
<p>Overall Purpose of the job</p> <p>The Senior Research Contracts Manager (SRCM) will take a leading role in the implementation and maintenance of an effective and efficient support service for the management of research contracts for LSHTM's three UK based Faculties. The SRCM will provide expert guidance on the management on research contracts for LSHTM to staff within Research Operations Office (RO), and academic staff across the School, and will be responsible for drafting, negotiating and authorising signature of research and consultancy contract on behalf of the School, with agreed service levels determined by the Head of Research Contracts (HoRC) and the Head of Research Operations (HoRO).</p> <p>The SRCM will lead a team of Contracts Officers within RO, taking responsibility for assessing and distributing contract workload across the team, and providing support and development to staff members to enable them to deliver an efficient and effective service to the School.</p> <p>The SRCM will develop and maintain strong relationships with staff across the School in order to maintain awareness of requirements, and establish strong links with external bodies, including research funders to ensure good knowledge of the contractual and regulatory landscape for research in higher education.</p>	

*Model JD and PS template
March 2014*

--

Principal Duties and Responsibilities <i>(Examples)</i>
--

Communications

- | |
|---|
| <ul style="list-style-type: none">• Provide specialist expertise and knowledge across multiple areas of research contracts for LSHTM (e.g. contract management and administration, funders' terms and conditions, and contract negotiation)• Provide specialist expertise in and knowledge of major funders of research for UK Faculties• Provide training on contracts (knowledge, systems and procedures) and areas of expertise to team members, members of other teams and non-specialist faculty staff• Ensure development and dissemination of best practice and policy throughout Research Operations (RO)• Review and develop content/links for the RO intranet pages relating to funders, contract processes and the area of expertise• Deliver training and presentations on aspects of the work of RO to internal and external clients as required, including both specialist and non-specialist audiences• 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 |
|---|

Teamwork and Motivation

- | |
|---|
| <ul style="list-style-type: none">• Responsible for providing leadership and direction within the Research Operations Contracts team, including managing the workload of the UK Faculties sub-team; prioritising and delegating workload; motivating, supporting and developing team members.• Work with colleagues across the School to streamline and improve research management processes.• Contribute to the general work of the Research Operations team by covering for other members of the team during absences. |
|---|

<ul style="list-style-type: none"> • Lead regular meetings, alongside the HoRC, with the Research Contracts Team, on both a group and individual basis, drawing on ideas to help aid the achievement of goals, promoting unity and a common goal, and the development of the team.
Liaison and Networking <ul style="list-style-type: none"> • Represent LSHTM in meetings with sponsors and collaborators and in research matters in seminars and fora. • Develop and enhance existing relationships with major sponsors. • Manage internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation
Service Delivery <ul style="list-style-type: none"> • Responsibility for overseeing delivery of the day-to-day management of the School's research grant and consultancy contracts • Protect the School's access to the results of research for further use or commercialisation. • Accountability for ensuring that processes are carried out on a timely basis, accurately, and in accordance with the School's policy and funder requirements • Set and communicate the standards for the service delivered by research contract staff, review service levels and address demand
Decision Making <ul style="list-style-type: none"> • Make determinations about whether research contracts should be signed off on behalf of the School • Determine the split of work across the UK Faculty Contract Officers in RO • Work with the Executive Office, the HoRC, and others to decide and develop School policy on the negotiation of research contracts • Draft, review and negotiate research related contracts (e.g. agreements covering research funding, studentships, confidentiality, material transfer and software)
Planning and Organising <ul style="list-style-type: none"> • Responsibility for organising and prioritising the work of the UK Faculty Contracts Team, ensuring a manageable workload for staff

<ul style="list-style-type: none"> • Responsibility for managing own workload
Initiative and Problem Solving <ul style="list-style-type: none"> • Through referral to policy and guidelines, and drawing on experience in the field, propose solutions to complex issues within research contracts • Act as point of escalation for complex contractual issues related to research funding. • Address 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 <ul style="list-style-type: none"> • Implement changes in School policies, procedures and administrative systems relating to research contracts administration and management. • Keep abreast of developments in the external research environment (policy, funders) that will impact on School research funding activities • Use data and sector knowledge to pre-empt changes in customer needs and tailor the service accordingly
Team Development <ul style="list-style-type: none"> • Deliver training and presentations on aspects of the work of RO to internal and external clients as required, including both specialist and non-specialist audiences • Develop and deliver training on contracts (knowledge, systems and procedures) and areas of expertise to team members, members of other teams and non-specialist faculty staff
Additional Information

Please use this space to state any other relevant duties/responsibilities to the role which you have not included above.

Undertake any other duties as reasonably delegated by your line manager
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

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 full 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 Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School 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 review (appraisal) process.



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.

Job Title: Senior Research Contracts Manager
Department/Division: Research Operations Office

Competency	Evidence	E/ D
Education, Qualifications and Training	Higher education to degree level, or equivalent, or substantial relevant experience	<i>E</i>
	Formal legal qualification either at undergraduate or postgraduate level	<i>D</i>
	Qualification in Research Management or Contract Management	<i>D</i>
Experience	Substantial experience of research management within the Higher Education sector	<i>E</i>
	Experience of applying knowledge of associated research contracts and clinical trial issues such as costs, governance, intellectual property, publication, confidentiality, VAT, indemnities, liabilities etc. and issues surrounding the market place	<i>E</i>
		<i>E</i>

	Substantial experience of contract negotiation, including the resolution of conflict and proposal of mutually acceptable complex clauses	E
	Leadership experience including delegation, performance management and motivation and coaching a team	E
	Working effectively and flexibly as a member of a team as well as working independently and proactively	
	Working in a customer focused environment and meeting customer needs	E
	Working with high levels of accuracy and with attention to detail	E
	Communicating complex information to non-specialists	E
	Experience of promoting excellence in the provision of support services, including the setting of service standards and monitoring performance	E
	Experience of working in an academic environment and working closely with academic staff	E
	Recruiting, managing and developing individuals effectively as well as providing informal or formal guidance and training	E
	Introducing policies, procedures, processes and systems effectively	E
	Developing written guidelines and training materials	E
	Producing clear content for the web	D
Knowledge	Knowledge of Contract Law	E

Model JD and PS template
March 2014

	<p>Financially literate with sound knowledge of budgeting methodologies and resource management concepts including FEC and TRAC</p> <p>Good understanding of regulations governing clinical research</p> <p>Understanding of the Higher Education sector</p> <p>Knowledge of current thinking and policy affecting universities</p> <p>Demonstrates evidence of understanding Schools values and corporate objectives</p>	<p><i>E</i></p> <p><i>D</i></p> <p><i>E</i></p> <p><i>D</i></p> <p><i>D</i></p>
Personal Qualities	<p>Proven ability to understand and interpret complex contract documentation and funder financial terms and conditions</p> <p>Proven ability to understand, interpret, apply and develop policies and procedures</p> <p>Excellent oral and written communication skills as well as excellent level of written and spoken English</p> <p>The ability to use judgement, initiative and creativity to identify and solve complex problems</p> <p>Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines</p> <p>Collaborative and flexible approach and ability to work well and effectively with all colleagues</p> <p>Commitment to School's policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and background</p>	<p><i>E</i></p> <p><i>E</i></p> <p><i>E</i></p> <p><i>E</i></p> <p><i>E</i></p> <p><i>E</i></p> <p><i>E</i></p>

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

*Model JD and PS template
March 2014*

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

Date compiled: 03/09/2019

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