

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

Research Contracts Officer

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

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.

History

Founded in 1899 at the London Docks, LSHTM is now based in Bloomsbury, where it has two main sites at Keppel Street and Tavistock Place, and additional sites in The Gambia and Uganda. Today, our staff, students and alumni work in government, academia, international agencies and health services across the world.

Research

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.

Staff community

We have 3,300 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.

Partnerships

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.

Education

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 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 270,000 participants globally.

Excellence in research and education

We perform strongly in various global university league tables. In the ShanghaiRanking's Global Ranking of Academic Subjects 2020 we placed 3rd in public health (1st in the UK). In the 2020 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, and third in Europe for publishing open access research.

In the US News Best Global Universities Ranking 2021, we ranked 3rd in the world for public, environmental & occupational health, 4th in the world for infectious diseases, 11th in the world for social sciences & public health, and 12th best University in the UK overall. We ranked 27th for medicine 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 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.

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: Research Contracts Officer (RCO)
Department /Division/Unit: Legal Services
Faculty/Professional Service: Research Management
Location: Keppel Street, London
Reports to: Senior Contracts Manager
Responsible for: N/A
Full-time/ Part-time/ Casual: Full-time, 35 hours
Grade: 5
<p>Overall Purpose of the job</p> <p>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.</p>

Principal Duties and Responsibilities
<p>Communications</p> <ul style="list-style-type: none"> • 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 contractual tasks across the Research Operations Office teams, 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 to Research Contracts Managers in the management of complex contract negotiations
- 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 and funder requirements

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 understand 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, prime sources from the funder 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 Officers 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 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 or Head of Legal and Compliance.

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: Research Contracts Officer (RCO)
Department/Division: Research Management

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Hold an undergraduate degree and/or have equivalent specialist training and/or hold an appropriate legal qualification 	E
Experience	<ul style="list-style-type: none"> Working on research contracts within a Higher Education environment Working effectively and flexibly as a member of a team Working in a client focused environment and meeting client needs Communicating complex information to non-specialists Working independently and proactively Working with high levels of accuracy and with attention to detail Developing written guidelines and/or training materials Writing/developing material for the web 	D E E E E D D

*Model JD and PS template
March 2014*



Knowledge	<ul style="list-style-type: none"> Contract law, particularly intellectual property, confidentiality, publications and indemnity 	E
	<ul style="list-style-type: none"> Review, draft and negotiate contracts in a Higher Education environment 	D
Personal Qualities	<ul style="list-style-type: none"> Proven ability to understand and interpret complex contract documentation and funder financial terms and conditions 	E
	<ul style="list-style-type: none"> Proven ability to understand, interpret, apply and develop policies and procedures 	E
	<ul style="list-style-type: none"> Excellent oral and written communication skills 	E
	<ul style="list-style-type: none"> The ability to use judgement, initiative and creativity to identify and solve complex problems 	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

SALARY AND CONDITIONS OF APPOINTMENT

The post is available immediately and is permanent. LSHTM have a newly implemented 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.

The salary will be on the Professional Services scale Grade 5 in the range £36,438-£41,829 per annum (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. The post is based in London.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk. Please quote reference PSS-REM-2022-27.

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" will not be considered acceptable.

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 INFORMATION

The School 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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>