

# JOB DESCRIPTION



<b>Job Title:</b> Research Contracts Manager
<b>Department:</b> Research Contracts
<b>Faculty/Professional Service:</b> Professional Services
<b>Location:</b> Keppel Street, London
<b>Reports to:</b> Senior Research Contracts Manager
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> Grade 6
<b>Overall Purpose of the job:</b> The Research Contracts Manager (RCM) will be responsible for delivering an effective and efficient, customer-focused research contracts service to stakeholders in LSHTM's MRC Units in the Gambia and Uganda and, depending on the broader team needs, its London-based faculties. They provide expert guidance on research contracts for academic and professional service staff across LSHTM. They are responsible for ensuring that (i) LSHTM 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 LSHTM are adequately protected. They will be responsible for drafting, negotiating and authorising research and consultancy contracts seeing them through to completion, adhering to agreed service levels determined by the Head of Legal Services and their Senior Research Contracts Manager.  The RCM will work closely with academic and professional services staff in the faculties to deliver an effective service to meet service user requirements. They will develop and maintain a good knowledge of the contractual and regulatory landscape for research in higher education.

## General Information

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.

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

## Our Values

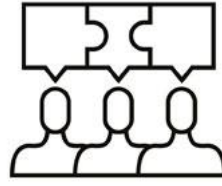
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## FACULTY/DEPARTMENT 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 £140 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. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) have been studied by more than 300,000 participants globally.

The School performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we 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. We ranked 21st for medicine in the 2018 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.

## **Research Contracts**

LSHTM is a research-intensive institution with a large portfolio of circa £180m grant spend per year and around £500m in applications. The Research Contracts Team aims to deliver LSHTM's mission to improve health worldwide through the efficient and effective drafting, negotiation and sign off of research contracts and related agreements that ensures the good governance and management of risk in an extensive and complex research portfolio, while working in partnership with project teams, providing highly valued expertise and a focus on finding solutions in pursuit of shared goals.

Research operations at LSHTM is made up of four teams:

- **Pre-award Team (within the Strategic Research Office)** – supporting the financial aspects of grant proposals starting with the Letter of Intent process, approval of costings, application submission, and outcome from funder.
- **Research Contracts Team (within Legal Services)** - including funding agreement review, negotiation, acceptance and sign off of funding contracts and related agreements, as well as drafting, negotiation and signature of relevant contracts for on-going research projects.
- **Research Finance Team (within Finance)** – project activation, account compliance monitoring, reporting finances to funder, managing budget variations and invoicing, through to project closure.
- **Services Team (within Finance)** - provides audit and governance support to the other teams including reporting, policy and system development.

## Main Duties and Responsibilities

### Service Delivery

- Responsibility for the day-to-day management and administration of LSHTM's research and consultancy contracts, and related agreements, including:
  - 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
  - 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 pre and post-award research operations staff, Principal Investigators or Project Administrators
- Responsibility for protecting LSHTM's access to the results of research for further use or commercialisation
- Responsible for providing solutions which reduce legal liability, reduce risk, and provide optimal terms for LSHTM e.g., with respect to payment terms and academic publication rights
- Responsibility for ensuring that processes are carried out on a timely basis, accurately, and in accordance with service level agreements set by the Head of Legal Services, LSHTM policy, funder requirements and governing regulations
- Take responsibility for the accurate and complete entry of research and consultancy contracts into LSHTM's research management systems, and the production of accurate reports and analyses of contract processing statistics as required
- Proactively identify problems at an early stage and resolve, escalating to the SRCM as appropriate
- Make determinations about whether research contracts should be signed off on behalf of LSHTM
- Support the SRCM by managing the administrative processes relating to research and consultancy contracts (and related agreements) and proactively promoting good research grant management practice aligned to LSHTM policies and procedures
- Contribute to the review and development of policies, processes and systems to support the negotiation of research contracts
- Implement changes in School policies, procedures and administrative systems relating to research contracts administration and management
- Ensure that LSHTM builds and maintains good relationships with key funders and partners by resolving contractual issues promptly and effectively
- Keep abreast of developments in the external research environment (policy, funders, regulations) that will impact on LSHTM research funding activities

- Cover for other members of the team during absences, and delegate for the SRCM where required.

### **Communication & Collaboration**

- 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 training on contracts (knowledge, systems and procedures) and areas of expertise, adapted to a range of audiences, staff within the team and non-specialist staff
- Ensure development and dissemination of best practice in policy and process throughout LSHTM
- Contribute to reviewing and developing content for the Research Contracts intranet pages, relating to funders and LSHTM contracts processes, taking into consideration the requirements of the target audience
- Proactively provide high quality advice to researchers and administrators on matters relating to funder contractual issues
- Influence others to ensure the best outcome for LSHTM, negotiating to reach a compromise as appropriate, including with senior staff within LSHTM
- Build strong, positive, collaborative relationships with academic and professional services staff within the faculties and other LSHTM central services.
- Actively engage in external networks to support development of an innovative and best practice approach to research contracts management at LSHTM

### ***Additional Information***

- Undertake any other duties as reasonably delegated by your line manager
- Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation.
- Demonstrating LSHTM'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 requirements.

### **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.

Competency	Evidence	E / D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Higher education to degree level, or equivalent, or equivalent relevant experience.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Formal legal qualification either at undergraduate or postgraduate level</li> </ul>	D
	<ul style="list-style-type: none"> <li>Professional training or qualification in Research Management or Contract Management</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of research contract management within the Higher Education sector</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of contract negotiation, including the resolution of conflict and proposal of mutually acceptable complex clauses</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to understand and interpret complex contract documentation and financial terms and conditions</li> </ul>	E
	<ul style="list-style-type: none"> <li>Working in a customer focused environment and meeting customer needs</li> </ul>	E
	<ul style="list-style-type: none"> <li>Providing informal or formal guidance and training including developing written guidelines, training materials and/or content for the web</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of working in an academic environment and working closely with academic staff</li> </ul>	D
	<ul style="list-style-type: none"> <li>Proven ability to understand, interpret, and apply and develop policies and procedures effectively</li> </ul>	E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Sound knowledge of contract law</li> </ul>	E
	<ul style="list-style-type: none"> <li>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 marketplace</li> </ul>	E

	<ul style="list-style-type: none"> <li>Financially literate with knowledge of budgeting methodologies and resource management concepts including FEC and TRAC</li> <li>Good understanding of regulations governing clinical research, and the use of personal data</li> <li>Understanding of the higher education sector, and knowledge of current thinking and policy affecting universities.</li> </ul>	E  D  D
<b>General</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills including communicating complex information to non-specialists</li> <li>The ability to use judgement, initiative and creativity to identify and solve complex problems</li> <li>Excellent organisational and planning skills including proven ability to organise and prioritise workload (of self and team), work efficiently and meet tight deadlines</li> <li>Collaborative and flexible approach and ability to work well and effectively with all colleagues</li> <li>Working with high levels of accuracy and with attention to detail</li> <li>Working independently and proactively</li> </ul>	E  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: Sep 2023



## 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 6 scale in the range £43,947 - £49,908 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.

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.

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 on the [government immigration rules page](#).