

Job Title: Research and Innovation Officer – Contracts

Unit/School: Research & Innovation Services

Grade: 6A/B

Core purpose of role

The primary focus of this role will be the provision of post-award contract support, allowing Research & Innovation Services to provide an integrated contract development and delivery support service. Working closely with the other R&I Officers and Research & Innovation Services (RIS) colleagues, this post will provide an interface between academic schools, Finance and RIS support teams to facilitate an integrated pre- and post-award service ensuring continuity throughout the process. You will provide critical, underpinning operational support to ensure that Cardiff Met's research and innovation community is fully engaged with, and benefitting from, opportunities arising from the rapidly evolving funding landscape. Whilst the focus of the role is the provision of post-award support, there may also be the opportunity to contribute pre-award, including with regards awareness raising, proposal development, project costing and related matters.

Key responsibilities and contributions

1. To act as a key liaison and information point, providing advice and support in respect of research and innovation post-award matters. You will provide complex and regularly-changing information, both verbally and in writing, to Schools and support units regarding R&I projects, with a particular focus on contracts and post-award issues.
2. To act as, where appropriate, the point of contact for the development of collaborative contracts, particularly those where Cardiff Met is the lead partner, or the agreements are multi-party.
3. Negotiating, drafting and recommending agreements with external customers, including price, balancing commercial and academic interests with acceptable commercial and legal risks to the University.
4. Analysing and interpreting contract terms and conditions, ensuring that contractual terms meet University requirements and advising on their impact and associated risk and liability to staff at all levels.
5. Liaising with the University's external lawyers and relevant colleagues across the University to provide clear, pragmatic advice on the implications of contractual terms, and how to manage the activity in context and ensuring that all aspects of an activity are covered in the contract.
6. Preparing and keeping under review standard contracts and associated legal documents for all aspects of research and innovation activity.
7. To work closely with RIS colleagues and school-based support teams to identify the focus of post-award support requirements and hold start-up meetings for complex

and / or large research and innovation projects, including: forecasting budgets, identification of milestones and project deliverables, funder reporting, invoicing requirements etc....

8. To ensure project data is accurately recorded to provide regular management information reports as required.
9. To act as the key point of contact for auditors (internal and external), coordinating the provision of audit information requirements, dealing with queries and responding to audit findings relating to non-financial aspects of funded projects.
10. Maintaining both awareness and understanding of changes to external funders' contractual practices, terms and conditions, and in particular their policies concerning matters pertinent within the academic research and innovation context.
11. Maintaining a full awareness and understanding of Cardiff Met policies as they relate to the conduct of research, innovation and associated transactions, including Health and Safety, GDPR and Equality and Diversity.
12. Contributing to development and maintenance of operational procedures and policies, including the preparation of new template agreements and guidance as required etc.
13. To undertake other such duties as may be reasonably assigned by the Senior R&I Officer or Director of Research.

Person specification

Essential qualifications / Professional memberships

- Law degree or equivalent.

Essential experience, knowledge and skills

1. Knowledge of contract law.
2. Knowledge of intellectual property issues which arise in a research context.
3. Proven organisation and administrative skills.
4. Ability to communicate, both orally and written, conceptually detailed and complex information.
5. Ability to work under time pressures, as often required during the development and submission of research funding bids.
6. Excellent IT skills.

7. Excellent people skills, able to co-ordinate the work of others and act as the main point of contact for both internal and external stakeholders.
8. The ability to work effectively as part of a team and with a variety of internal and external stakeholders.
9. An attention to detail.
10. Experience of developing and reviewing contracts related to the provision of services.

Desirable

11. Experience of drafting and negotiating research-related contracts in a university context.
12. Evidence of the ability to interpret complex procedural guidelines.
13. Postgraduate Diploma in Legal Practice (LPC) or significant relevant work experience.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet. If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal



behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.