



## 1 Advertisement

**Post Title:** Assistant Research Contracts Business Partner  
**School/department:** Research and Enterprise Services Division  
**Hours:** Full-time. Requests for flexible working options will be considered (subject to business need).  
**Contract:** permanent  
**Location:** Brighton, United Kingdom  
**Reference:** 10539  
**Salary:** starting at £31,411 to £35,335 per annum, pro rata if part time  
**Date posted:** 03 February 2023  
**Closing date:** 03 March 2023 Applications must be received by midnight of this date.  
**Expected interview date:** to be confirmed  
**Expected start date:** as soon as possible

Applications are invited for this full-time post in the busy Research Contracts team of the University's Research and Enterprise Services Division. You will support the Senior Research and Commercial Contracts Manager by negotiating, drafting and reviewing a wide range of research related agreements, and providing clear and pragmatic advice to the University after identifying and assessing relevant risks.

You should therefore have an excellent track record in drafting and negotiating contracts, including multi-party agreements, and a good working knowledge of intellectual property rights. Strong communication skills are also essential, as is the ability to manage and prioritize your work from multiple clients and to function both as part of a team and independently.

Educated to degree level or equivalent or be qualified by experience, gained within the Higher Education sector, or within commercial /research organization.

Please contact Denise Forbes (Senior Research and Commercial Contracts Manager) [denise.forbes@sussex.ac.uk](mailto:denise.forbes@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## 2. The School / Division

The University's Research & Enterprise Services is one of the main divisions of the Professional Services reporting to the Registrar and Secretary. It currently comprises six teams: the Doctoral School (PGR and Early Career researchers); Research Development (proposal support across all funders and mechanisms and aligned to the School structures); Research Finance (responsible for post award grant administration); and Contracts & IP (legal support and IP management), Research Quality & Impact (assessment, quality assurance, and support for impact and research communication), and the Director's Office (research governance and management reporting). It also provides dedicated support to the University's Internal pump-priming initiatives via "Sussex Research": see: <http://www.sussex.ac.uk/staff/research/sussexresearch>.

The post-holder will join the Contracts Team, with Hybrid working pattern (remotely on the University campus). The role of this team is key in supporting the University's ambitions for growing and managing its research activity.

This is an exciting period in the delivery of the University's research strategy, a key goal of which is to support a major increase in research income.

Please find further information regarding the division at [www.sussex.ac.uk/res](http://www.sussex.ac.uk/res)

### Job Description

#### **Job Description for the post of:** Assistant Research Contracts Business Partner

<b>Department:</b>	Research and Enterprise
<b>Section:</b>	Contracts
<b>Location:</b>	Hybrid
<b>Grade:</b>	6
<b>Responsible to:</b>	Senior Research & Commercial Contracts Manager
<b>Responsible for:</b>	None

#### Purpose of the post:

Provision of an efficient, effective, timely, responsive contracts service, comprising reviewing, drafting and negotiating a variety of research related contracts.

## Key Responsibilities

### **1 Contract Development, Review and Negotiation**

- i. Review, draft, and negotiate (from templates and standard) a variety of research and related contracts and agreements, such as, Material Transfer Agreements, Collaboration Agreements, Studentship Agreements, Services and Consultancy Agreements.
- ii. Provide clear, pragmatic advice on the implications of contractual terms, and how to manage the activity in the context.
- iii. Ensure that contractual terms meet University requirements, or that variations are highlighted and appropriately managed (in liaison with the researcher).
- iv. Ensure that institutional risk is identified and appropriately managed within each contract.
- v. Liaise with the relevant R&E and School Office to ensure that all aspects of an activity are covered in the contract, and that the Officer understands the contractual issues.
- vi. Interact with external project partners to negotiate relevant elements of agreements.

### **2 Customer Liaison and Management**

- i. Ensure an understanding of the aims of the researchers in the context of each contract.
- ii. Ensure internal customers (researchers and their Head of School) are kept regularly informed of the status of contract development.
- iii. Ensure that contract terms are appropriately explained to internal customers, and that they understand any implications.
- iv. Interact with external project partners, as appropriate, to communicate clearly and concisely the points of negotiation.
- v. Ensure a good working relationship with both internal and external customers

### **3 Policies**

- i. Maintain a good understanding of the University's policies as they relate to research and knowledge exchange.
- ii. Develop and maintain an understanding of critical regulatory requirements and/or policy issues, such as, GDPR and Export Control.

### **4 Team Working**

- i. Work closely with the other members of R&E, in particular the Research Development Office, to ensure effective and coordinated approaches in support of each School's research and knowledge exchange plans.
- ii. Work closely with other members of the Professional Services, as required.

### **5 Other**

- i. Work within the R&E procedures and management systems.
- ii. Provide cover for the other member of the Contracts Team during times of



absence

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**3. Person Specification**

**4. SKILLS / ABILITIES**

	Essential	Desirable
Strong inter-personal and communications skills	√	
Strong negotiating skills		√
legal drafting skills	√	
Strong organizational skills	√	
Able to multi-task and manage diverse workloads and deliver to deadlines under pressure	√	
Competence using Word, Excel and Email	√	

**KNOWLEDGE**

	Essential	Desirable
English contract law	√	
Intellectual property law and processes		√
Data protection law		√
An appreciation of the research values/ethos in universities		√

**EXPERIENCE**

	Essential	Desirable
Drafting and reviewing contracts	√	
Negotiating contracts (including multi-party arrangements)	√	
Experience of transactions with international partners		√
Working in a similar role in higher education		√
Working in a similar role in a research organization		√

**QUALIFICATIONS**

	Essential	Desirable
Degree or equivalent, or qualified by directly relevant experience	√	
Legal qualification		√
Qualification in intellectual property law/processes		√

**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

	Essential	Desirable
A team player able to work independently where necessary and to accept individual responsibility	√	
Possess commercial acumen	√	
A problem solver prepared to propose solutions	√	
Willingness to work longer/flexible hours as necessary to meet deadlines	√	
Able to relate the work of legal support to the wider University strategic and operational picture	√	