

## Senior Contracts Manager

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Company: UK Civil Service

Location: United Kingdom

Category: other-general

### Job summary

#### Senior Contracts Manager

The Medical Research Council (MRC)

Salary: **£43,116 per annum**

Hours: Full time or Part time (minimum 30 hours per week)

Contract Type: Open Ended.

Location: MRC Harwell (Hybrid Working **Flexible**)

Closing Date:19/05/24

### Job description

As a Senior Contract Manager, you will play a key part in ensuring that MRC effectively manages knowledge assets and supporting good practice in the administration of IP related contracts and other legal agreements. You will play a key part in ensuring that MRC effectively manages knowledge assets and supporting good practice in the administration of IP related contracts and other legal agreements, which are overwhelmingly Institute derived.

The postholder will therefore operate within that environment (Harwell) to foster relationships across the business.

This is an exciting opportunity to be involved in all aspect of contract negotiations and drafting, setting best practice and developing effective ways of working, and working closely with the MRC's technology transfer partner.

### Responsibilities

Drafting the necessary agreements, letters and briefings following specified templates and

guidelines and to exacting deadlines

Critically analyse contracts, identifying solutions to risks identified and make recommendations on action to take.

File and archive all project documents in accordance with the organisation's records management policy.

Liaise and coordinate activities with colleagues within the MRC and other relevant stakeholders.

Other general administrative duties associated with the projects described above, , arranging meetings, filing contracts and updating project log.

Acting as the main point of contact within MRC Head Office for enquiries and requests for information related to intellectual property and preparing draft correspondence on behalf of the MRC as required.

Responsible for policy implementation and development for service.

Ensure compliance with the corporate policies.

Perform such other duties consistent with the post holder's skills and experience as delegated by line manager or senior staff.

### **Person specification**

Educated to a degree level or equivalent.

Extensive experience and knowledge of research agreements and associated legal issues - ideally in an academic research environment

Demonstrable ability to critically analyse contracts, identifying solutions to risks identified and make recommendations on action to take.

Strong drafting experience following specified templates and guidelines and to exacting deadlines

Highly developed planning and organisational skills and able to work under pressure, managing conflicting priorities and time effectively.

Attention to detail and ability to deliver results consistently to tight timelines

Strong communication skills with the ability to produce clear, concise and accurate presentations and written documents and present complex information to a wide range of audiences

Strong ability to work collaboratively with colleagues at all levels, within and across teams; and to initiate and sustain productive working relationships and partnerships with external contacts

Ability to adapt and navigate ambiguity and uncertainty, exercising sound judgement and discretion

Knowledge of key issues relevant to biomedical research and innovation

### **Benefits**

Alongside your salary of £43,116, Medical Research Council contributes £11,641 towards you being a member of the Civil Service Defined Benefit Pension scheme.

We recognise and value our employees as individuals and aim to provide a favourable pay and rewards package! We are committed to supporting employees' development and promote a culture of continuous learning!

A list of benefits below;

An outstanding defined benefit pension scheme

30 days' annual leave in addition to public and privilege days (full time equivalent)

Employee discounts and offers on retail and leisure activities

Employee assistance programme, providing confidential help and advice

Flexible working options

Plus many more benefits and wellbeing initiatives that enable our employees to have a great work life balance!

**UKRI is an Equal Opportunity & Disability Confident Employer.**

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