



# Senior Contracts Specialist

## JOB DETAILS

Job Title:	Senior Contracts Specialist
Reports to (title):	Head of Finance & Core Services
Date:	May 2017

## PURPOSE OF THE JOB

Cochrane is both a provider and a recipient of funding for research and research innovation in evidence synthesis and evidence-informed decision making for health. **As the organisation's** sole manager for contracts, the Senior Contracts Specialist will take the leading role in the implementation and maintenance of an effective contracts service to manage these functions. They will develop solutions which reduce legal liability and risk, and provide optimal terms for Cochrane. They will provide operational contracts management for a portfolio with a range of complexity and requirements.

In the first instance they will be required to undertake a thorough review and overhaul of the contracts management processes currently in place, and will need to devise and implement appropriate systems and guidance for their ongoing management.

## PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Principal ongoing duties:

- To draft and review, and support the negotiation of, contracts and agreements related primarily to research collaboration, innovation and publication with third parties worldwide - including universities and hospitals, trusts and foundations, companies, and governmental organisations. This will include determinations about whether contracts should be signed by Cochrane's **Chief Executive Officer**.

To provide specialist expertise and knowledge in research administration to support the decision-making of the Senior Management Team, including through advising on intellectual property (IP) and IP rights management

- To work with the Development Co-ordinator to support the development of funding applications, including providing:
  - Advice and assistance on interpreting legal, regulatory and funder obligations;
  - Advice and guidance on costing and pricing.
- To work with the Partnerships Co-ordinator to support the development of organisational partnership agreements worldwide.
- To work with those managing 'post-award' administration for active grants and contracts, and where appropriate, provide advice on this.

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- To keep abreast of developments in the external research environment (policy, funders) **that will impact on Cochrane's activities.**
- To develop and deliver training on contracts (knowledge, systems and procedures) **and areas of expertise to Cochrane's Central Executive Team.**

Initial project:

- To undertake a review of, and implement required changes to, existing policies, procedures and administrative systems **relating to Cochrane's contracts** administration and management.
- To prepare and/or support the development of a set of bespoke contract templates, accompanied by written guidance notes about their application.

## PERSON SPECIFICATION

### Essential

- Higher education to degree level, or equivalent, or substantial relevant experience.
- Experience of contracts management within the Higher Education, health research, charity, and/or publishing sectors.
- Knowledge of contract and intellectual property laws (particularly related to the UK).
- Experience, ability and mindset to work as the sole contracts manager for the organisation.
- Excellent oral and written communication skills in English.
- Proven ability to understand, interpret, apply and develop policies and procedures.
- **Ability to quickly gain an understanding of Cochrane's operational context, activities and arrangements with contractual partners and apply these to delivery.**
- The ability to use judgement, initiative and creativity to identify and solve complex problems.
- Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines.
- Collaborative and flexible approach and ability to work well and effectively with colleagues worldwide.

### Desirable

- Formal legal qualification either at undergraduate or postgraduate level and/or qualification in Research Management or Contract Management.
- Knowledge of current thinking and policy affecting research and/or publishing (including Open Access).
- Knowledge of European Union funding.

We envisage that this position will be particularly suitable for those coming from a contracts management role in the Higher Education or charity sectors, who are looking to use their skills and experience in an exciting new way, with the opportunity to innovate and collaborate across the organisation.

**KEY INTERFACES**

Internal: Senior Management Team, Finance & Core Services Team, Development Coordinator, Partnerships Coordinator, Project Managers.  
External: Third-party contractors, collaborators and partners

**DIMENSIONS**

Budgetary responsibility: N/A  
Number of direct and indirect reports: N/A