

## Contracts Officer (maternity cover)

**Specifications:** Full Time fixed term contract

**Salary:** up to £35,000

**Location:** London with flexibility to work from home up to 3 days a week

**Application Closing Date:** 2 May 2021

We are looking for a self-motivated and highly organised individual who is able to work effectively and collaboratively with a diverse range of contacts across the world. This role is an exciting opportunity to use your experience as a legal administrator to make a difference in the field of health care research.

The successful candidate will support the Senior Contracts Specialist in delivering an effective contracts management service to the Central Executive Team, by:

- Managing and maintaining a contracts database
- Proof-reading final drafts of agreements
- Executing contracts
- Populating templates
- Drafting (with support).
- Legal research.

The successful candidate will have:

### Essential

- Degree in law or significant experience in contracts management
- Previous experience of providing administrative support to a solicitor/contracts team
- Excellent written and verbal communication skills
- Experience of, or an interest in, learning about contracts drafting and negotiation in the research/healthcare sector
- Experience of skim-reading contracts/reports
- Previous demonstrable experience of database management
- Ability to work methodically and accurately
- Ability to work independently and use initiative/self-starter
- A pro-active approach to problem-solving
- Awareness of handling confidential and sensitive information
- Intermediate level IT skills, including Word, Excel and PowerPoint. Be confident in assimilating new computer programmes and systems.
- Strong organization and prioritization skills - a flexible approach with the ability to respond quickly to issues as they arise
- Excellent interpersonal skills and ability to maintain a diplomatic, measured approach at all times.

Cochrane is a global, independent network of health practitioners, researchers, patient advocates and others, responding to the challenge of making vast amounts of research evidence useful for informing decisions about health. We do this by synthesizing research findings to produce the best available evidence on what can work, what might harm and where more research is needed. Our work is recognised as the international gold standard for high quality, trusted information.

### **How to apply**

For further information on the role and how to apply, please click [here](#). The deadline to receive your application is by 2 May 2021. The supporting statement should indicate why you are applying for the post, and how far you meet the requirements, using specific examples. Note that we will assess applications as they are received, and therefore may fill the post before the deadline.

**Deadline for applications: 2 May 2021 (12 midnight GMT)**

**Interviews to be held on: w/c 3 May 2021 (TBC)**