

## Job Description

<b>Position / Job Title:</b>	<b>Head of Research and Knowledge Exchange Contracts</b>
<b>Position Holder:</b>	
<b>Ref:</b>	
<b>Location/Building:</b>	<b>Hybrid working – Studland House</b>
<b>Faculty/Professional Service:</b>	<b>Legal Services and Corporate Governance</b>
<b>Duration if Temporary:</b>	<b>Permanent</b>
<b>Normal Hours per Week:</b>	<b>1 FTE – 37 hours</b>
<b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>	
<b>Grade:</b>	<b>10</b>
<b>Accountable to:</b>	<b>Head of Legal Services and Corporate Governance and Clerk to the Board</b>
<b>Responsible for or supervises:</b>	<b>Legal Services Officers and Legal Services and Corporate Governance Officer</b>

### **Job Purpose**

The University strategy is to increase externally funded research and knowledge exchange activity.

This is a strategic post responsible for leading the development and implementation of University policy and professional services support of research and knowledge exchange contracts aligned to the University's strategy.

The role will act as lead legal expert in the University on research and knowledge exchange contracts, providing expert and pragmatic legal advice and guidance to senior management across the University. In particular, the role will act as the legal expert on research and knowledge exchange collaborations.

### **Main Responsibilities**

To lead on the provision of specialist legal advice to enable the University to achieve its aims of increasing externally funded research and knowledge exchange activity.

To lead the provision of research and knowledge exchange contract review and drafting.

To provide senior level input to the development and delivery of the University's plans and related guidance to enable the University to respond to and comply with changes in the regulatory environment affecting research and knowledge exchange and to increase the sustainability of its income through its participation in large complex, often innovative projects and partnerships, yet effectively manage the risks of doing so.

To lead cross University working to ensure consistency and excellence by working with staff in Legal Services, Faculties and other Professional Services on research and knowledge exchange contracting.

To ensure that contracting policies, review and negotiation protect the interests of the University as a charity and ensure value.

To provide mentoring, training, advice and guidance and to ensure standard templates, standard operating procedures and guidance are prepared, reviewed and used in support of their role.

To draft and review research and knowledge exchange contracts and other related contracts as required.

To supervise and directly line manage staff in Legal Services providing research and knowledge exchange contract review and drafting and other legal work as required.

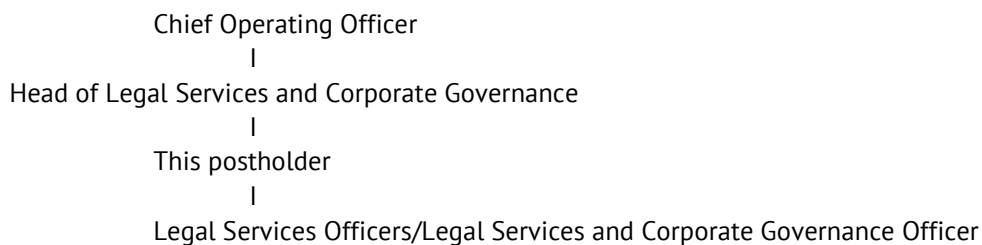
To deputise for and represent the Head of Legal Services and Corporate Governance in respect of matters relating to research and knowledge exchange contracts, including externally.

To work collaboratively with UET and the Legal Services and Corporate Governance team to manage legal and regulatory risk across a diverse remit.

To keep abreast of legal, contract and intellectual property developments to ensure up to date knowledge for the proper performance of the role.

To undertake such other legal work as required from time to time to support the University, its subsidiary companies, the Board and the Legal Services and Corporate Governance team.

### **Organisation Chart**



### **Dimensions**

The postholder will work across the whole of the University and directly with UET and all Faculties and Professional Services to lead on and deliver high quality specialist legal advice and to develop and implement University wide policy and practice in respect of research and knowledge exchange contracting. The postholder may also be required to act as Company Secretary if required by one or more subsidiary companies.

### **Contacts Internal and external, including level**

#### **Internal:**

UET  
Deans and Directors of Professional Services  
Legal Services and Corporate Governance Team  
Professional Services supporting research and knowledge exchange  
Academic staff delivering research and knowledge exchange projects

#### **External:**

Regulators  
Sector bodies

Legal advisors

Contacts at partners or other third parties up to and including CEO level

### **Challenges What are the most difficult, complex or challenging parts of the job**

The University operates in a highly regulated sector with constantly changing and increasing legal and regulatory requirements. The role requires staying up to date with detail of research and knowledge exchange contracts whilst working collaboratively with a diverse range of senior leaders and other staff.

### **Information Governance Responsibilities**

#### Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### **Additional Information**

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**February 2023**



## **Person Specification**

Position / Job Title: <b>Head of Research and Knowledge Exchange Contracts</b> Position No:	
Faculty / Service: Legal Services and Corporate Governance Date: February 2023	
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Fully qualified solicitor or barrister qualified to practice in England with sufficient PQE in the jurisdiction to supervise others	E
Knowledge and experience of providing legal advice on contracts and related risks	E
Knowledge and experience of providing legal advice on research and knowledge exchange contracts	D
Knowledge and experience of intellectual property law	D

Experience of drafting and amending complex legal documentation including contracts	E
Sufficient legal knowledge and experience to enable a fast grasp of new and emerging areas of specialism as required by the University's diverse remit	E
Experience of supporting and/or managing others in the provision of legal advice	E
Experience of developing and managing policy and procedures	E
<b>Skills</b>	
Exemplary written skills including the ability to deliver concise and accurate advice and high quality contract drafting	E
Exemplary verbal communication skills including delivering advice and complex information in an accessible manner	E
Ability to identify and apply creative solutions in negotiations, often in the absence of any relevant precedent	E
Ability to rapidly analyse and manage legal aspects of deals and issues on a critical path	E
Ability to contribute to the resolution of complex issues whilst under pressure to meet deadlines	E
Effective teamworking – both immediate team and wider	E
Effective management and supervision skills	E
Strong interpersonal skills	E
Proficient IT skills including the ability to adapt to new systems quickly	E
<b>Attributes</b>	
Confidence to deliver and defend advice with diplomacy and tact to senior stakeholders and third parties	E
Strong commitment to continuous improvement of delivery	E
Effective negotiator	E
Solution focused with a positive and collaborative attitude	E
Willingness and ability to be flexible and develop new expertise	E