

JOB DESCRIPTION

Job Title: UAL Contracts Manager

Accountable to: General Counsel

Contract Length: Permanent

Hours per week/FTE: 35

Weeks per year: 52

Salary: £33,653.00 - £41,329.00

Grade: 4

College/Service: Legal Services

Location: Kings Cross

Purpose of Role:

This post is based within UAL's Legal Services team – a highly motivated team of solicitors and legal support staff.

The Legal Services team supports the University with a large and diverse range of projects, collaborations and research activity in the UK and beyond. Each activity requires a suitable written contract to be agreed and signed between the University and relevant third parties.

This post will provide key contract management support to the University's central units and colleges as directed by General Counsel, Deputy General Counsel, Solicitors and the Senior Contracts Manager from time to time and in accordance with the UAL contracts protocol.

Duties and Responsibilities

Contracts Administration

- To provide operational support to the General Counsel and the other solicitors within the Legal Services team to enable them to have contracts efficiently and effectively drawn up in line with the UAL contracts protocol, as well as complying with UAL's IP, Ethics, Procurement and other relevant policies.
- To ensure that contracts for projects are effectively managed, and that work is efficiently scheduled and timed and that relations with third parties are sustained to the long-term benefit of the University.
- To assist the solicitors in UAL's Legal Services team by gathering all necessary information and completing the appropriate contract questionnaires to enable them to create first drafts of contracts.
- To oversee contract negotiations with third parties, acting as the main point of contact between project manager, third party and UAL Legal Services once commercial terms have been established.
- To obtain sign off on all contracts from the relevant UAL Legal Advisor and ensure contracts are signed by the appropriate authorised signatory in a timely manner and returned to third parties.
- To work with the Legal Administrator to ensure a comprehensive filing system for contracts and ensure that hard and soft copy contracts are filed or archived appropriately.
- To ensure signed student and graduate agreements are counter signed by the appropriate authorised signatory and returned to students and graduates as appropriate.
- To ensure a project summary or work in progress spreadsheet is kept up to date in terms of the legal status of contracts.
- To create contract status reports for UAL as required by the Legal Services team.
- As and when requested, to attend student/graduate briefings when possible to explain to the students the legal requirements of their agreements and to be on hand to answer any queries.
- To ensure project leaders and academics understand the practical implications of their commercial decisions with third parties and the negotiated contracts.
- To ensure all necessary agreements are signed and collected.

Engagement with Colleges and Central Units

- To liaise with relevant finance managers to ensure payment schedules in contracts are adhered to and liaise with project managers to ensure that projects are not commenced unless a contract has been signed.
- Where instructed by General Counsel, to liaise with college based Academic Enterprise managers and academic staff to gather student details (names, contact details and fees) regarding Intellectual Property payments to be made to students and pass these on to the appropriate administrator for payment
- To deal with contract enquiries to the best of your ability and with the involvement of in-house solicitors.
- To escalate any serious legal or commercial issues to General Counsel or another in-house solicitor in a timely fashion.

Other

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.

- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- General Counsel, Deputy General Counsel, Solicitors, Senior Contracts Manager.
- Academic and Academic Enterprise Business Managers and support staff.
- College and centrally based administrative and finance staff for academic and commercial matters.
- Third parties including commercial legal entities and higher education institutions.

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): None

Signed _____ Date of last review _____
(Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	First or 2:1 degree
Relevant Experience	<p>Experience of dealing with commercial contracts in the public and/or private sector</p> <p>Experience of managing contract negotiations through direct engagement with senior management colleagues and third parties</p> <p>Ability to communicate effectively and clearly with individuals who may not be familiar with legal or commercial concepts.</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems