

# Contracts Manager

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| <b>Job family</b>  | Legal Services  |
| <b>College/Service</b>   | Academic Development and Services   |
| <b>Main Location</b>   | UAL - King's Cross  |
| <b>Job Type</b>  | Full time   |
| <b>Job Term</b>  | Permanent   |
| <b>DBS Check required?</b>   | No  |
| <b>Is the position to be advertised externally or internally only?</b> | Externally and Internally   |
| <b>Closing date</b>  | 6 April 2018  |
| <b>Salary</b>  | £33,653.00 - £41,329.00   |
| <b>Why choose us?</b>  | <p>University of the Arts London is a vibrant world centre for innovation, drawing together six colleges with international reputations in art, design, fashion, communication and performing arts. They are Central Saint Martins, London College of Fashion, London College of Communication, Chelsea College of Art and Design, Wimbledon College of Art and Camberwell College of Arts.</p> <p>Every position within the University plays an important part in shaping future creative professionals, and impacts on the future of so many creative industries.</p> |
| <b>The role</b>  | <p>University of the Arts London (UAL) is a vibrant world-class centre for education in the creative arts, drawing together six colleges of art, design, fashion, communication and performing arts.</p> <p>The Legal Services team in UAL is a dynamic group of six lawyers and two support staff who lend legal support and guidance across our six colleges and central units to enable teaching, innovation and creativity to flourish.</p>   |

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|                     | <p>UAL are looking for a Contracts Manager to provide operational support to General Counsel and solicitors within Legal Services. This includes obtaining instructions, assisting with negotiations and contract executions while ensuring relations with third parties are sustained to UAL's long-term benefit.</p>  |
| <b>Your profile</b> | <p>First or 2:1 degree.</p> <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 plan and prioritise workloads to achieve objectives.</p> <p>Ability to communicate effectively and clearly with individuals who may not be familiar with legal or commercial concepts.</p> <p>Ability to work collaboratively in a team or alone and where appropriate across or with different professional groups.</p> <p>In return, we offer a competitive employment package including a salary that reflects working in London; an attractive pension scheme; and a commitment to your continuing personal and career development in an environment that encourages creativity, diversity and excellence. Relocation assistance is available.</p> <p>If you have any queries you may contact ADS Recruitment Team via email <a href="mailto:ADSRecruitment@arts.ac.uk">ADSRecruitment@arts.ac.uk</a> or telephone: 020 7514 2965.</p> |