

## Job Description

### Contracts Executive

UCL Consultants (UCLC)  
London

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#### Reports to

Deputy Head of Legal

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#### Job Purpose:

The Contracts Executive will report to the Deputy Head of Legal and work with a collegiate and supportive team of colleagues. The post holder will have responsibility for contributing to an efficient and effective pre- and post-contractual service for members of UCL staff engaged in consultancy work. The principal duties will involve acting in support of and as liaison to the Legal Team for the negotiation, contracting and management of consultancy projects and administrative support to the company. This role offers a great development opportunity and the chance to get involved in a variety of engagements under supervision and support of the team.

#### Key Accountabilities:

1. Manage the initiation, processing and execution of standard contractual paperwork in support of the Legal Team.
2. Act as a point of contact for contractual enquiries (from internal UCL staff and external clients) taking the appropriate action as required.
3. Maintain and update case management system.
4. Working with business development, project management and finance colleagues to provide an end-to-end service to both external and internal clients.
5. Contribute towards the growth and development of UCLC.

## Duties and Responsibilities

### Legal

1. Draft and negotiate a variety of services agreements using company templates.
2. Process contractual documentation - consultancy service agreements, sub-contracts, NDA's etc. - from creation through to execution.
3. Manage contract extensions and amendments with external clients as requested by the Legal Team.
4. Review contractual documents, identify issues and risks, and recommend their acceptability to the Legal Team and Director of Legal.
5. Maintain contract precedents and shared drive folders.
6. Follow agreed processes and controls associated with establishing new contracts.
7. Enter new matters on case management system and keep it up to date.
8. Generally provide assistance to the team: e.g. assist with getting contracts signed, filing contracts on case management system, and co-ordinating and arranging meetings.
9. Provide oversight and administration of case management system for the Legal Team and generate reports for the finance team when required.
10. Ensure project paperwork is complete and up to date.
11. General administrative tasks as and when required.

### Finance

1. Assist in the creation, processing and completion of budgetary paperwork.
2. Work with the finance team in relation to the management of consultancy accounts to ensure that the project accounts and payments are administered effectively and efficiently to project completion.

### **Policy**

1. Contribute to the development of Legal Team policy and template documentation to meet the demands of an expanding portfolio of service offerings and a growing business.

### **General**

1. Ensure that proper and accurate records of contracts and negotiations are collected and maintained on the case management system.
2. Ensure the collection of data for the maintenance of the databases and financial records for reporting to the UCLC Board, UCL and government bodies is accurate.
3. Minute team meetings.

To undertake any other duties that are within the scope, spirit and/or purpose of the job, the title of the post and its grading as requested by the Deputy Head of Legal.

**Note:** The duties described above reflect the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and may be subject to amendment in consultation with the post holder.