

## PERSON SPECIFICATION

This form lists the essential (E) and Desirable (D) requirements needed to fulfil the role. The competencies will be observed in one of the following ways, by application (A), by interview (I) or by test (T). Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Competency			
Qualifications	<ul style="list-style-type: none"> <li>Legal qualification (LLB, GDL, LPC or similar) or relevant work experience in a similar role</li> </ul>	A	E
Knowledge, Experience and Attributes	<ul style="list-style-type: none"> <li>Experience of contracts management and managing a wide variety of contract types.</li> </ul>	A, I	D
	<ul style="list-style-type: none"> <li>Experience of post-contract management and administration</li> </ul>	A, I	D
	<ul style="list-style-type: none"> <li>Some knowledge of specific areas of relevant consultancy contract expertise e.g. contract law, intellectual property and warranties and indemnities.</li> </ul>	A, I	D
	<ul style="list-style-type: none"> <li>Experience of working in a university/research/academic environment</li> </ul>	A, I	D
	<ul style="list-style-type: none"> <li>Ability to work quickly, accurately and with a professional approach to manage a large and diverse turnover of pro-forma contractual paperwork within tight deadlines and shifting priorities</li> </ul>	A, I	E
	<ul style="list-style-type: none"> <li>Personable and proactive</li> </ul>	A, I	E
	<ul style="list-style-type: none"> <li>Experience of handling a challenging role with confidence, demonstrating initiative, self-motivation and excellent attention to detail</li> </ul>	A, I	E
	<ul style="list-style-type: none"> <li>Experience with Case Management Systems</li> </ul>	A, I	E

	<ul style="list-style-type: none"> <li>• Ability to demonstrate excellent organisation skills, prioritise workload and work to tight deadlines</li> <li>• Experience of dealing with confidential and sensitive information</li> <li>• Work independently without undue supervision</li> <li>• Excellent IT skills, including a working knowledge of Microsoft Office applications</li> <li>• Proficient at using Word features to format complex agreements such as tables of contents, cross-references, headings and auto-numbering.</li> </ul>	A, I	E
Communication	<ul style="list-style-type: none"> <li>• Ability to communicate confidently and effectively with academic staff, all levels of management and companies</li> </ul>	A, I	E
Teamwork & Motivation	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> </ul>	A, I	E
Other Requirements	<ul style="list-style-type: none"> <li>• Willingness to occasionally undertake business travel both within the UK and abroad. A flexible approach to tasks, travel and hours of work.</li> </ul>	I	D