Job Description

Contracts Manager
UCL Consultants (UCLC)
London

Reports to
Director of Legal

Job Purpose:

The Contracts Manager will report to the Director of Legal and will have responsibility for an efficient and effective pre- and post-contractual service for members of UCL staff engaged in consultancy work. The principal duties will be to provide legal and financial advice for the negotiation, contracting and management of consultancy projects.

Key Accountabilities:

1. Act as a first point of contact for contractual enquiries (from internal UCL staff and external clients) taking the appropriate contractual and financial action as required.
2. Discuss with academic staff and external clients, potential projects including their budget and contractual terms.
3. Negotiate contractual conditions, including terms and rates, draft contract and sub-contract agreements, prepare and submit official quotations on behalf of UCLC.
4. Work with business development, project management and finance colleagues to provide and end-to-end services to both internal and external clients.
5. Contribute towards the growth and development of UCLC.

Duties and Responsibilities

Legal

1. To provide expert advice on contractual issues to consultants including intellectual property, warranties, and indemnities.
2. Take the lead in contractual discussions with clients and negotiate the best terms for consultants.
3. Draft and negotiate various contracts for consultancy services, including sub-contracted services and NDAs.
4. Deploy the necessary legal and financial expertise to protect UCLC and UCL from exposure and risk.
5. Review contracts and recommend their acceptability to the Director.
6. To have a basic knowledge of and interest in, data protection law and potentially manage data protection matters for the business.
7. Follow agreed processes and controls associated with establishing new contracts.
8. Enter new matters on case management system and keep it up to date.

Finance

1. Provide advice on costing and pricing of consultancy projects to secure the ideal terms for the consultant.
2. Work with the finance team for the issue of invoices and the management of consultancy accounts to ensure that the project accounts and payments are administered effectively and efficiently to project completion.
Policy

1. Provide consultants with clear advice on UCL policies and UCLC procedures e.g., consultancy vs. research, costing and pricing, intellectual property rights, conflicts of interest, high risk projects and research related issues i.e. the Research Excellence Framework policy.
2. Ensure that consultancy quotations and tenders comply with the policy and terms of UCL, UCLC and client organisations, where relevant. E.g., Financial Regulations, intellectual property rights, warranties and indemnities, conflicts of Interest, costing and pricing, etc., referring to the Director of UCLC as and when necessary.
3. Contribute to the development of Contracts 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.

To undertake any other duties that are within the scope, spirit and/or purpose of the job, the title of the post and it’s grading as requested by the Director 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.