

Job Description

Position:	Contracts Manager (Academic Partnerships)
Academic Group/Service:	Off-Campus Division (OCD)
Reference:	0124-26
Grade:	7
Status:	Permanent
Hours:	Full-time
Responsible to:	Lead for Partnership Oversight
Responsible for:	TBC

Main Functions of the Post:

- As a Contracts Manager (Academic Partnerships) for the Off Campus Division at the University of Greater Manchester, you will play a critical role in enabling effective, compliant and strategically aligned academic partnerships across the Off Campus Division by reviewing, drafting, negotiating and advising on a broad spectrum of partnerships-related contracts.
- You will represent the Off Campus Division in contractual discussions with academic partners that requires close engagement with internal and external stakeholders to ensure contractual agreements reflect the Off Campus Division's objectives, University policy, regulatory requirements, financial and legal obligations and sector practice. You will manage and maintain contract and legal compliance systems related to financial management and oversight of partnerships.

Principal Duties and Responsibilities:

- 1) To draft, review, negotiate and finalise Off Campus Division partnership agreements, including variations and renewals. To have and effectively deploy an excellent working knowledge of all Off Campus academic partnership related contractual matters such as collaborative provision agreements, contractual renewal schedules whilst maintaining expert knowledge of contractual matters including intellectual property, confidentiality, liability, VAT, full economic costing / pricing of contracts and other related issues within the context of University policies and procedures.
- 2) Provision of high-quality academic partnership contract advice to the Off Campus Division and University colleagues with respect to contractual issues across a broad range of Off Campus collaborations.
- 3) Understand and appreciate different funding mechanisms, schemes, policies and standard terms.
- 4) Prepare draft collaboration agreements in discussion with relevant colleagues taking into consideration specific project requirements referring to the Head as required.
- 5) Review partnership agreements and effectively negotiate with a wide range of stakeholders to achieve the best possible contractual terms.

- 6) Be familiar with administration processes to facilitate pre-contractual negotiations / arrangements.
- 7) Lead the management and maintenance of digital contract registers, ensuring high levels of accuracy, traceability and compliance.
- 8) Review the contract negotiation progress with the relevant departments, arranging and participating in relevant meetings and appropriate dissemination.
- 9) Support pre-contract discussions and project planning activities, ensuring appropriate documentation and due diligence steps are completed. Undertake due diligence and risk management activities and provide advice regarding risk mitigation in line with University policies and procedures and external regulatory requirements.
- 10) Maintain a full awareness of University practices and policies on the conduct of partnerships including Office for Students conditions and assist in devising and disseminating such policy relating to contractual and associated issues.
- 11) Develop knowledge of policies governing related activities in the Higher Education sector.
- 12) Commitment to continuous personal development both as an individual and as part of a team.
- 13) Undertake additional associated tasks required of the role as they arise.
- 14) Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
- 15) Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
- 16) Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note: This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

PERSON SPECIFICATION

Position: Contracts Manager (Academic Partnerships)		Reference: 0124-26	
School/Service: Off Campus Division		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	A degree in Law or equivalent qualification or substantial relevant work experience within contract law	Priority 1	Application / Documentation
1 b)	Masters degree in relevant subject area or equivalent level experience	Priority 2	Application / Documentation
2 Skills / Knowledge			
2 a)	Excellent knowledge of academic partnerships in a UK University setting	Priority 1	Application / Interview
2 b)	Excellent interpersonal skills; ability to deal with a wide variety of people at all levels using judgement, diplomacy, tact and political awareness.	Priority 1	Application / Interview
2 c)	Very good knowledge of academic partnership contracting issues such and an understanding of issues surrounding the market place	Priority 1	Application / Interview
2 d)	Able to develop systems and processes, taking into account multiple factors and analysing complex data.	Priority 1	Application / Interview
2 e)	Good understanding of the UK HE collaborative provision sector and environment	Priority 1	Application / Interview
2 f)	Knowledge of financial compliance, including regulator-led initiatives around university obligations on managing legal and financial compliance systems and processes	Priority 1	Application / Interview
3 Experience			
3 a)	Experience of working in contract management within UK higher education. Detailed knowledge of University Structures and systems.	Priority 1	Application / Interview
3 b)	Evidence of working in UK collaborative provision	Priority 1	Application / Interview
3 c)	Experience of creating contract management systems and processes	Priority 1	Application / Interview
3 d)	Awareness of designing and delivering CPD regarding contract and financial management	Priority 1	Application / Interview
3 e)	Experience of implementing quality assurance processes to ensure standards are met	Priority 1	Application / Interview
3 f)	Evidenced track record of improving learning, teaching, assessment and student satisfaction	Priority 1	Application / Interview

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Criteria			
4 Personal Qualities			
4 a)	Excellent time management skills, with ability to plan-ahead and meet deadlines, sometimes under pressure	Priority 1	Interview
4 b)	Excellent levels of professionalism and excellent interpersonal skills, with	Priority 1	Interview
4 c)	A 'completer-finisher' with the drive and determination to achieve continual improvement	Priority 1	Interview
4 d)	Ability to work co-operatively, as a leader and/or as part of a team, and actively develops effective working relationships	Priority 1	Interview
4 e)	Ability to support and line manage colleagues	Priority 1	Interview
5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the General Data Protection Regulation, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview
5 e)	Subject to business requirements and where the nature of the role permits, employees are expected to have access to suitable IT equipment and broadband internet access at home to work effectively remotely.	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion – applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation / membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.