

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Research Contracts and Governance Manager EHA1753B-0621

Reporting to: Head of Research Support

Accountable to: Director of the Research Office

The Post

We seek a degree qualified, pro-active and confident individual who will support and advise senior staff within University in managing the efficient processing of research contracts and our governance and sponsorship responsibilities, particularly with respect to health-related research.

Working with the Head of Research Support (HRS), you will provide advice on issues in research contracts to academic and professional services staff at all levels, and will work directly with external organisations such as other universities, research funders, commercial organisations, government departments and the NHS. You will need to prioritise workload; recommend contracts for signature and ensure relevant procedures are followed appropriately.

With respect to research governance, you will work with colleagues to ensure that all research applications are fully compliant with research policies, governance and risk management of Edge Hill University and external bodies where required. This includes adhering to the UK Policy Framework for Health and Social Care Research and other HRA requirements.

Duties and Responsibilities

1. Work closely with the Head of Research Support and the Director of the Research Office, you will take a lead on providing a high quality service with respect to research contracts and all aspects of research governance.
2. You will review, adapt and negotiate confidentiality, material transfer, studentship and research collaboration agreements with external organisations, ensuring that appropriate measures and terms are in place to ensure risks are acceptable and understood and the best possible outcome is secured for the University.

3. You will engage with a range of complex materials regarding contracts and research integrity and communicate effectively to explain the impact on University business to a range of audiences.
4. You will contribute to and work within a framework of practice agreed with the University, provide advice, guidance and recommendations to academic staff and colleagues, including senior managers, on issues including acceptable risks, intellectual property and project management:
 - a) Review and make decisions on the appropriateness of contracts for the given project.
 - b) Prepare and make recommendations for the signature of agreements.
 - c) Keep database and other records up to date to ensure that there is a full record of negotiations and agreements.
 - d) Review the terms and conditions of grant funders to ensure appropriate financial terms are included in agreements, seeking to negotiate with funders improved terms and conditions as appropriate.
 - e) Liaise with colleagues in the Research Office and in other University departments to develop and ensure that appropriate protocols and regulations are in place in contracts.
 - f) Identify the appropriate type of contract to use for different scenarios, and draft bespoke contracts as necessary.
 - g) Ensure that contracts comply with all internal and external policy and legal requirements, negotiating and amending as required.
 - h) Assist academic and professional services staff in ensuring that contractual obligations are understood and complied with
5. You will provide operational research governance support – particularly with respect to health-related research –, ensuring that the University meets its legal and regulatory obligations in order to create and maintain a high quality compliant research base. You will do this through following standard operating procedures, with training provided.
 - a) Along with the Director of the Research Office, take a lead with the development and implementation of policies to ensure that the University complies with its obligations and maintains a robust research governance framework.
 - b) You will take a lead on ensuring that the University follows best practice with respect to research governance and integrity and responds to developments in the sector in a timely way by recommending and drafting changes to policy and guidelines.
 - c) Working with senior staff, develop, maintain/update and train appropriate University staff on systems and processes related to institutional review and responsibility when acting as sponsor under the UK Policy Framework for Health and Social Care Research (2017).
 - d) Work closely with academic areas that are engaged in health-related research to ensure that sponsorship requirements are embedded.
6. You will be the first point of contact for a range of external bodies with respect to research contracts and governance and will take a lead on communicating relevant information to team members, researchers, and managers.

7. Undertake ongoing professional development to maintain and extend knowledge in relation to contracting and health-related research legislation and guidelines, and advise those responsible accordingly.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 7, Points 27-30
 £30,942 - £33,797 per annum pro rata

Hours: 29 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Research Contracts and Governance Manager EHA1753B-0621

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	First degree	*		A
2	Masters degree or professional qualification		*	A
3	Evidence of professional development	*		A
Experience and Knowledge				
4	Experience of successful administration management in a complex and changing environment, preferably within a Higher Education Institution	*		S/I
5	Experience in a research contracts officer role within Higher Education		*	A/I
6	Excellent knowledge and understanding of research contracting and/or research governance infrastructure, with some knowledge of health-related research	*		S/I
7	Experience of successfully initiating, developing and managing projects within an agreed timeframe	*		S/I
8	Experience of writing high-quality, detailed reports, policies and guidelines in a concise manner for a range of audiences	*		S/I
9	Evidenced excellent IT skills, in particular knowledge of Excel spreadsheets and other Microsoft packages	*		S/I
10	Experience of working with quality assurance systems	*		S/I
Abilities/Skills				
11	Excellent analytical and practical problem solving skills including the ability to manage effectively complex information, and to develop and successfully implement solutions to problems	*		I/T
12	Excellent communication skills and ability to present complex information in an accessible manner to a range of audiences	*		S/I/T
13	Strong decision-maker who is able to provide and explain rationale for recommendations to senior managers	*		I/T

14	Able to work effectively independently and under own initiative displaying flexibility and proactivity	*		I/T
15	Ability to develop and maintain excellent working relationships, internally and externally, and the ability to build strong, productive and pro-active teams	*		S/I
16	Ability to work accurately under pressure and to meet deadlines, while demonstrating excellent attention to detail.	*		S/T
17	Professional approach with excellent demonstrable customer care skills and ability to handle sensitive information in confidence.	*		S/I

***Method of Assessment**

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.