



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Research & Innovation Contracts Manager

Department/Division: LSE Research and Innovation
Accountable to: Senior Research & Innovation Contracts Manager

Competency	Criteria	E/D
Knowledge & Experience	Experience in handling diverse, complex contracts for research and innovation activities	E
Knowledge & Experience	Experience working in a research or higher education setting, ideally within the social sciences.	D
Knowledge & Experience	Experience drafting, negotiating, and executing multi-party agreements with diverse third parties.	E
Knowledge & Experience	Experience providing accurate and robust legal advice and support to senior stakeholders and colleagues.	E
Knowledge & Experience	Knowledge in specialist areas of contract law, including data protection, intellectual property rights, liability, insurance, and publication rights.	E
Liaison and Networking	Ability to develop good working relationships with internal stakeholders, building trust in an expert legal service.	E
Liaison and Networking	Ability to develop external networks and contribute to industry standards for research and innovation contracts	D
Teamwork and Motivation	Proven ability to proactively contribute to the team	E
Teamwork and Motivation	Ability to work independently, manage own workload, provide timely advice, and prioritise work appropriately.	E
Teamwork and Motivation	Excellent organisational skills and the ability to manage tasks reliably and efficiently to ensure deadlines are met	E



Initiative and Problem Solving	A high level of initiative and creativity as well as a pro-active and flexible approach to work	E
Initiative and Problem Solving	Ability to implement service standards and work collaboratively on service provision for professional services and academic stakeholders	E
Initiative and Problem Solving	Adept at problem solving, with the ability to adapt to changing circumstances and shifting deadlines.	E
Planning and Organising Resources	Good time management and prioritisation skills, with the ability to work under pressure and to multiple stakeholders on various contracts and legal challenges	E
Planning and Organising Resources	Experience supporting or managing shared service delivery such as joint system or database, or shared email inbox.	E
Planning and Organising Resources	Excellent organisational skills related to information and document management.	E
Service Delivery	Demonstrable service led, customer focused approach to work	E
Service Delivery	Demonstrated ability to comply with and contribute to the development of internal processes, including development of standard contract precedents	E
Service Delivery	Ability to review and analyse large and complex information, often at short notice to identify, manage and escalate key issues and considerations.	E
Communication	Excellent oral and written communication skills with the ability to present complex issues in simple terms suitable for a diverse audience	E
Communication	Excellent negotiating skills with the ability to understand and respond to the requirements of diverse stakeholders	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.