



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title: Research & Innovation Contracts Manager**

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

### Job Summary

LSE is a leading social science institution with some of the greatest global impact. Our researchers are world-leading thinkers on critical issues.

LSE Research and Innovation's mission is to help develop and sustain opportunities for LSE to carry out world-leading social science and support the quality, reach and impact of its research. We support academics, students, and alumni through our four branches: LSE Research Support, LSE Consulting, LSE Innovation (commercialisation), and LSE Generate (student and alumni entrepreneurship).

The postholder will be a key member of the Division's research and innovation contracts team that reports to the Deputy Director with indirect accountability to the heads of team for service areas. The successful applicant will be responsible for contract negotiation and management, legal guidance and policy support for all areas of research and innovation at LSE. They will provide excellent service, managing contractual tasks through to completion covering standard and complex research, innovation and commercial projects.

This includes supporting research and commercial contract administration, operations, negotiations and drafting, advising on risk mitigation strategies, and responding to specific contract or related issues. The R&I Contracts Manager is responsible for ensuring that all contracts comply with client and funder terms and conditions, and that the intellectual property, financial security and other interests of the School are adequately protected.

The role holder will understand and be committed to delivering quality customer care and service, with the willingness and ability to provide legal counsel to a high standard applying a flexible approach provide an efficient service.



## Duties and Responsibilities

### Contracts Administration

- Manage the team's R&I Shared Contract inbox, working collaboratively with other team members.
- Ensure that new cases and requests are set up on relevant databases and spreadsheets in a timely and robust manner;
- Organise the accurate and complete storage and tracking of fully executed agreements, including communication to R&I respective leads and academic colleagues of contract status and expectations;
- Ensure contract administration is carried out on a timely basis, accurately and in accordance with the School's policy, research funder requirements, commercial client requirements, varied service standards for research and commercial timelines, and team KPI's;
- Manage a large volume of work by prioritising tasks on a daily basis according to service standards, external deadlines, client needs and timescales, legal complexity and commercial sensitivities.

### Contracts Drafting and Negotiation

- Review, negotiate, and draft standard research and innovation agreements, based on LSE precedents, covering a broad range of research and innovation, including commercial, project activity;
- Support more complex research and innovation agreement negotiation, escalating to the Senior Contract's Manager where appropriate; in the context of all the relevant data, including background information from the client, funder terms and specialist advice on finance, legal and research governance matters;
- Lead negotiations with external parties for the successful execution of research and innovation contracts including clients, sponsors, collaborators, partners, service providers and consultants;
- Advise and support professional services staff including R&I staff, academics, academic unit support, and other LSE staff on contract terms relating to research and innovation project activity;
- Provide a triage function for the escalation of sensitive and high-risk legal issues arising from research and innovation contracts and legal considerations related to the undertaking of research to the Senior R&I Contracts Manager, Deputy Director of Research & Innovation and Associate Director of Consulting as appropriate;
- Take responsibility for balancing institutional and commercial risks against benefits to decide when a negotiation is complete, and a contract can be recommended for signature in line with LSE contracts processes;
- Manage risk by researching matters pertaining to NSI Act, Trusted Research, export control, data protection, data privacy, insurance and procurement considerations in contract negotiation and provide advice to academics, professional services staff and other offices within the LSE;
- Stay informed of external and internal policy developments impacting all research and innovation agreements and provide advice and support to identify solutions to emerging issues;

### General duties

- Contribute knowledge and experience as part of the Contract team to the development and maintenance of contracts management systems and processes;
- Build relationships with key external and internal stakeholders and relevant networks to maintain knowledge of industry and LSE-specific best practice;
- Any other duty as reasonably required by the line manager and commensurate with the responsibilities of the role.

**Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

**Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

**Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

**Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.