



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: Innovation Contracts Manager

Ref no.:

Department/Division: LSE Research and Innovation

Accountable to: The Head of Innovation with dotted line to the Head of the Legal Team

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, and our mission is the better of society.

The Innovation Contracts Manager is based in the Innovation team and will work closely with the School's legal team and all teams supporting research activity, within LSE Research and Innovation and elsewhere, to ensure that all research and innovation-related contracts sufficiently protect the School's interests in respect of research and potential innovation activities.

The post is based in LSE Research and Innovation better to support an enabling service (within LSE Innovation in order to reflect the heightened due diligence required of activities with commercial potential) with a dotted line to the Head of the Legal Team, to ensure independent oversight.

Duties and Responsibilities

The principal responsibilities of the Contracts Manager are:

Management

- Provide legal advice, negotiation support and legal drafting expertise to all professional services supporting research and research-related activity in the School, based in the Innovation team and extending to LSE Consulting, LSE Generate (student entrepreneurship), the Research Development Team, the Philanthropy and Global Engagement Division (including Corporate Engagement and support for Foundations and other philanthropic funders), and the PhD Academy and other professional services in relation to:
 - commercial IP agreements, including licences, assignments, revenue-sharing agreements, option and pipeline agreements, trademarks, copyright;
 - the formation of start-up and spin-out companies emanating from academic research and student entrepreneurship;
 - the School's research agreements, including sponsored research contracts, philanthropic funding agreements and research consortium agreements;
 - contentious contractual and IP matters, e.g. patent infringement, breach of licence agreement;
 - technology pipeline and technology transfer service provision agreements with academic institutions and start-up companies; and
 - interpreting current and past agreements and their financial and commercial implications as



required.

- Advise the research and innovation teams dealing with commercialisation on general IP matters and negotiation support for general commercial agreements (e.g. employment/consultancy contracts, insurance contracts, supplier agreements, non-disclosure agreements).
- Advocate intellectual property protection and support and give advice to on commercial and intellectual property assessment of inventions.
- Undertake due diligence on contingent liabilities arising from existing contracts and advise and implement measures to mitigate those risks.
- Advise the research and innovation teams, academic staff and others of the implications and application of the School's IP Policy, including issues arising from commercial work undertaken privately by those covered by the IP Policy.
- Support the Research Development Team in assisting with academic bids for translational research funding, especially by advising on IP protection, licensing, assignments etc.
- Support the Corporate Engagement team, providing advice on opportunities, and supporting contractual negotiations with business funders and collaborators of research to ensure LSE's interests are protected.
- Work closely and professionally with the research and innovation teams to progress commercial opportunities.
- Within a defined budget, work closely and professionally with patent attorneys and support research commercialisation managers in negotiation of detailed commercial and IP terms for research and commercialisation opportunities.
- Support new spin-out and start-up opportunities arising in their transition to independent companies, employing legal expertise as required.

Planning and Organising

- Plan and ensure the availability of an internal and external resource to deliver the responsibilities of the post and commitments relating to (among others) licensing, patenting, start-ups and venturing.
- Support the business development and IP and commercialisation strategies in respect of IP and other contractual considerations

Liaison and Influence

- Build and maintain excellent working relationships with:
 - Individual (and teams) of entrepreneurial academics, staff and students
 - Professional support services staff, to ensure excellent legal advisory support for execution of collaborations
 - Heads of Department, Director of Centres, Directors of Research and others throughout the School
- Work closely with other members of the research and innovation teams
- Work closely with external professionals to ensure contracted legal and commercial work is delivered efficiently and to the time and quality standards required.
- Negotiate effectively with legal counsels from licensee organisations, including large corporate partners, other universities and public organisations, and start-up and spin out companies.
- Advocate intellectual property protection and support and give advice to on commercial and intellectual property assessment of inventions.
- In collaboration with the Communications Division, advise on the protection, licensing and proscribed use of the School brand, within and outside the UK.
- Support the professional liaison between academic and student inventors, the research and innovation teams and external patent attorneys for patent filing and prosecution.

Finance and Resource Management

- Support the achievement of key innovation targets on time and on budget
- Liaise with external expertise, where appropriate, in liaison with the School's legal team



Analysis, Reporting & Documentation

- Report activity and achievements to management colleagues
- Identify and report external factors that may impact business development and commercialisation activities
- Maintain accurate and timely records of opportunities and activities on the customer information database
- Maintain a database of external suppliers and constantly evaluate the efficiency of their services.
- Provide advice to research commercialisation managers with regard to patent regimes

Customer Service

- At all times engage with academics, staff and student closely, with an explicit intent to grow the visibility, awareness, accessibility and success of LSE Research and Innovation.
- Foster a client-centric approach in applying appropriate expertise and judgement to service academics and students internally, and industry partners, SMEs, start-ups, government organisations and investors externally.
- Contribute to the assessment of service levels and the development of innovative solutions for improvement
- Act as the conduit with the School's legal team
- Provide relevant legal advice and guidance to clients
- Develop sectorial expertise in specific industry sectors, as a source of knowledge for the academic community and as better insight toward client needs
- Adopt a service-oriented approach, seeking solutions to problems, and offering action in addition to advice.

Continuous Improvement

- Continuously review the performance of legal and advice support and maintain a continuous improvement ethos, including working with the School's legal team to optimise collaboration.
- Continually look to optimise the School's patenting, licensing and start-up activities, costs and effectiveness.
- Observe and comply with all School policies and regulations, for example Health and Safety, Data Protection, etc.

Any other duties appropriate to the role required by the Head of Innovation or the Director of Research and Innovation.

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.