JOB TITLE: CONTRACTS MANAGER (PART-TIME, FIXED TERM)

REPORTS TO: FINANCE MANAGER

Background

Cambridge Judge Business School (CJBS) leverages the power of academia for real world impact to transform individuals, organisations and society. Since 1990, Cambridge Judge has forged a reputation as a centre of rigorous thinking and high-impact transformative education, situated within one of the world’s most prestigious research universities, and in the heart of the Cambridge Cluster, the most successful technology entrepreneurship cluster in Europe.

The role sits within the Finance Office at Cambridge Judge Business School which facilitates the smooth running of the Business School by managing its financial affairs and providing a professional service to employees, customers and suppliers, whilst also liaising with other University Departments.

The role

The primary focus of the role is to provide legal advice on the assessment and resolution of contracts and on the contract terms and conditions for agreements between CJBS and customers/suppliers.

The role holder will liaise with the University Legal Services Office in discharging his/her duties, as required.

Main responsibilities

- Administering ongoing contracts and supporting new business and new supplier activity for a variety of contract types.
- Reviewing proposal terms and conditions and special provisions to evaluate and make determinations of risks and other factors.
- Providing on-site advice and assistance on contract management and general policy compliance matters.
- Acting as a liaison between CJBS and the contracting party (if required), preparing and disseminating information regarding contract status, compliance, modifications and contract requirements.
- Evaluating contract performance to determine necessity for amendments or extensions of contracts and compliance with contractual obligations.
- Working with the central University Legal team to ensure contract compliance with wider University requirements and regulations.
- Ensuring all aspects of contracts are identified, due diligence completed and procedures to deliver are fully in place.
• Identifying risks resulting from contracting activities and proposing mitigating actions to remove or minimise risk.
• Managing contract negotiations and agreement and ensuring technical and commercial sign offs are in place prior to delivery.
• Ensuring contract documents are consistent with agreements reached at negotiations, where applicable.
• Working with the School’s Finance Office to ensure contract integrity and all reporting procedures are fully complied with.
• Ensuring internal departmental procedures for contracts management are adhered to and kept up to date in compliance terms.
• Reviewing and advising on how changes to relevant legislation or the introduction of new legislation may affect CJBS.
• Training/mentoring Cambridge Judge colleagues on internal contracts’ processes and procedures.
• Managing the contracts database and ensure the template contracts are kept up to date.
• Working with colleagues to resolve any contractual delivery problems as required.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:
• Qualified lawyer and degree educated with legal contract experience.
• Knowledge of contracting concepts and contract law and regulations including English law contract requirements.
• Experience of initiating, negotiating and executing legal agreements in the higher education/related sector is highly desirable.
• Experience of working in a University environment is desirable.
• Intellectual property knowledge is desirable.
• Strong communication, influencing and negotiation skills with keen attention to detail.
• Self-motivated, willing to work independently.
• Ability to explain and provide advice on contracts and related matters in non-technical terms to colleagues.
• Ability to interpret and negotiate legal and contractual terms.
• Ability to analyse bids and proposals and ensure that the specifications of binding agreements are legal and comply with company policy.
• Ability to address financial issues associated with contract requirements such as price adjustments, amendment and reviews.
• Ability to co-ordinate information and legal and financial requirements and collaborate with other University departments as may be required.
• Ability to understand a wide variety of corporate and public sector contract requirements.
• Ability to work with international customers/suppliers and manage negotiations with a diverse range of contacts.

Benefits

This is a part-time position working approximately 15 hours per week. There will be a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays (for full time equivalent). The salary will be in the range £36,261-£48,677 per annum (for full time equivalent).

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

This is a fixed term role for nine months in the first instance.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme/. For further information please visit: www.pensions.admin.cam.ac.uk. We also offer tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 1 September 2019.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria.
required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.