# Job Description

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| **Job title** | Contracts Specialist |
| **School / department** | Legal |
| **Grade** | 6 |
| **Line manager** | Head of Legal Services |
| **Responsible for** | N/A |

| **Main purpose of the job** |
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| • Reviewing and advising on commercial agreements.<br>• Negotiating, amending and drafting legal agreements.<br>• General contracts management and management of legal databases.<br>• Providing administrative support, as necessary for the role. |

| **Key areas of responsibility** |
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| • To prepare, negotiate and execute client contracts.<br><br>• To drive the timely execution of client contracts and to communicate the successful execution of contracts with internal stakeholders.<br><br>• To report to Line manager the progress of contracts.<br><br>• 4. To manage the University's contract schedule and associated administrative tasks including logging and filing fully executed contracts. |

# Person Specification

| Criteria | Essential | Desirable |
|---|---|---|
| **Qualifications and/or membership of professional bodies** | Legal qualification such as LLB, GDL/CPE. | |
| **Knowledge and experience** | Proven commercial contracts experience.<br><br>Proven ability to provide practical, outcome-focused legal advice.<br><br>Experience of drafting concise, thorough and well drafted commercial agreements.<br><br>Experience of managing a wider range of commercial agreements to deadlines. | |
| **General skills** | Excellent attention to detail.<br><br>Excellent communication and interpersonal skills.<br><br>A proactive approach and ability to work independently and as part of a small but dynamic team<br><br>The ability to manage a demanding workload to deadlines.<br><br>Dependable, responsive, and committed to producing high quality work. | |
| **Other** | | |
| **Disclosure and Barring Scheme** | This post does not require a DBS check | |

**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.