

Academically Advanced Socially Progressive

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Contracts Manager

Department	Research and Knowledge Exchange Services (www.strath.ac.uk/research/researchknowledgeexchangeservices/)		
Directorate	Research And Knowledge Exchange Services (www.strath.ac.uk/rkes/)		
Staff Category	Administrative and Professional	Reference No	838840
Reports To	Senior Contracts Manager (Science)	Grade	8
Salary Range	£47389 - £58225	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	23/08/2026
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	50 George Street, Glasgow		

Job Advert

The University of Strathclyde is a leading international technological university, recognised for excellent teaching, world-class research and strong partnerships with industry, government, business and the third sector. We are committed to research that delivers real-world impact, and our professional services play a key role in enabling that success.

This post sits within Research and Knowledge Exchange Services, as part of the Grants and Contracts Service. You will provide specialist support and legal advice to a varied portfolio of externally funded research and knowledge exchange contracts, helping colleagues secure agreements that enable innovative research while protecting academic and institutional interests.

You will join a three-person contracts team, led by a Senior Contracts Manager, which supports the Faculty of Science. The role involves negotiating and finalising agreements to ensure that they appropriately manage legal and commercial

risk, create the right conditions for successful collaboration, and provide for a fair return on investment and innovation from us and our partners.

We would particularly welcome applications from qualified solicitors, while also encouraging candidates with a degree in law and/or substantial experience negotiating contracts and advising clients on legal and commercial matters. Experience within higher education, research or professional services would be particularly valuable.

You will bring excellent communication skills, a collaborative approach, and confidence engaging with senior stakeholders. Strong judgement in assessing and balancing legal risk, the ability to explain contractual issues clearly, and the organisational skills to manage a varied workload and meet deadlines are essential.

Applicants may use tools such as AI to support their application; however, all submissions must accurately reflect their own experience and understanding. The University reserves the right to verify the authenticity of application materials and may reject applications where concerns arise.

Job Description

Main Activities/Responsibilities:

1. Negotiate appropriate terms and conditions with external organisations, including public, commercial and charitable bodies, for the University to undertake research, consultancy and services-rendered activity in support of its strategic plan, ensuring that contracts appropriately manage legal and commercial risk while securing expected income and other benefits.
2. Consult with and advise academic stakeholders to ensure that the above is delivered in line with strategic need, and that accepted levels of risk are clearly communicated so that they can be effectively managed through project delivery.
3. On behalf of the University and academic community, negotiate contractual terms and conditions with external organisations in relation to other matters including confidentiality agreements, material transfer agreements, secondments and research-related services, ensuring that contracts appropriately manage legal and commercial risk while securing expected benefits and outcomes.
4. Work as part of a three-person RKES contracts team supporting the Faculty of Science, under the leadership of a Senior Contracts Manager, building and maintaining effective relationships with Faculty leadership and senior academics across the research and knowledge exchange contracts portfolio.
5. Provide ongoing support and advice following receipt of external funding, ensuring that contractual obligations are understood, academic research activities are supported appropriately, and disputes are resolved when they arise.
6. Provide advice and support to Contract Officers and other colleagues within the G&C team in relation to contractual matters.
7. Contribute to the development of contract workflow process improvements, templates and related guidance.
8. Liaise with G&C colleagues to document and communicate financial arrangements, address insurance, contractual and accounting queries, and ensure that accounts are properly established for the claiming and receipt of external funding.
9. Provide advice to internal stakeholders on current and emerging legal and regulatory requirements, drawing on specialist research where required and identifying when external legal or wider professional input is needed.

The successful applicant will be expected to:

- manage their own and allocated workload and legal files, ensuring that files are recorded and retained in an organised and accessible manner;
 - work largely autonomously, with line management review routinely applied on completion, while referring issues as necessary to manage exceptional circumstances;
 - 10. - foster strategic working relationships across internal stakeholder groups and, where appropriate, with external funders;
 - manage the expectations of contacts across the University and balance competing priorities;
 - work collaboratively with other professional advisers and administrators working for the University; and
 - identify and work towards longer-term strategic goals for the University.
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Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A degree in law or extensive professional experience of contract negotiations in a comparable role.

D1 Practising Solicitor

Experience

E2 Extensive experience of client-facing contracting, with the ability to provide commercial and professional advice and take a pragmatic approach to solving legal and related problems.

E3 Extensive practical knowledge of legal issues associated with the Higher Education sector, research funders and/or technology transfer.

E4 Experience of advising in relation to collaborative projects.

E5 Experience of advising and contracting in relation to intellectual property, data and proprietary information/knowledge.

E6 Experience of assessing and managing legal, contractual or commercial risk.

Job Related Skills and Achievements

E7 Ability to analyse legal and contractual issues and provide clear, practical advice.

E8 Ability to quickly build successful working relationships and establish credibility.

E9 High level communication skills, with an ability to communicate effectively both verbally and in writing, often with significant complexity.

E10 Proven ability to influence at senior level both within and outwith the organisation.

E11 Highly organised, with the ability to plan own workload and respond flexibly to competing priorities and deadlines.

D2 Progressive use of work-related technology.

Personal Attributes

E12 Action-orientated with the ability to use initiative to partner and work collaboratively with others to achieve successful outcomes.

E13 Supportive of colleagues and able to share specialist expertise, including through guidance and mentoring where appropriate.

Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of three referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

The University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you require any reasonable adjustments or support at any stage of the recruitment or application process, please contact us at humanresources@strath.ac.uk, and we will be happy to assist you. This includes supporting you with the option to submit a paper application or a CV instead of completing the online application form.

Interviews

Formal interviews for this post will be held on Wednesday, 9 September 2026

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Jade Ross, Senior Contracts Manager (Science) (chiew.ross@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5%.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
 - Annual Leave: Generous entitlement of 31 days, in addition to 11 public holidays and University closure days.
 - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
 - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption

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Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.

- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

Pre-Placement Health Screening

If you are offered a job with us, you'll be encouraged to let us know about any disability, medical condition, or neurodivergence you have by completing a confidential pre-placement health questionnaire. Completing the questionnaire is entirely voluntary but by doing so we can put in place the right support and make any reasonable adjustments before you start.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the [Relocation Policy](#).

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an [Athena Swan](#) **Silver award**, recognising our commitment to support and transform gender equality within higher education and research.

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University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.

