

CANDIDATE PACK

Contracts Manager

Research and Knowledge Exchange Office

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

College of Creative Arts and Technologies

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services
- Research and Knowledge Exchange Office
- Graduate School
- Learning Innovation and Digital Engagement



JOB DESCRIPTION

Job Title: Contracts Manager

Reports to: Senior Contracts Manager

Department: Research and Knowledge Exchange Office

Grade: NG7

ROLE PURPOSE

Reporting to the Senior Contracts Manager within the Research & Knowledge Exchange Office, the postholder will work to deliver a high quality, competent contract support service covering the full breadth of the University's Research and Knowledge Exchange portfolio. The role will be required to review, draft, and negotiate a broad range of Research & Knowledge Exchange contracts (and associated documents and proposals) ensuring that they are put in place in a timely and effective manner, reflecting the needs of the University and those of the funder and /or other parties both at the start and during the life of the project, considering and highlighting risk, ensuring compliance across all University policies and regulations including IP, Consultancy, Ethics, Trusted Research and Data Protection, and ensuring full compliance with statutory and legal requirements.

PRINCIPAL ACCOUNTABILITIES

1. To support the Senior Contracts Manager to deliver a high-quality contracts service to academic colleagues, working with external collaborators which include higher education establishments, industry partners, government organizations, student employers and charities in the UK, Europe and internationally, managing the drafting and negotiation of contracts for research and knowledge exchange activity across the University. The role- holder will manage the end-to-end contractual process for their assigned portfolio in a time-effective manner and to a consistently high standard, mitigating risk and ensuring benefit for the University. Where appropriate and required, they will work with the Senior Contracts Manager to resolve complex contracts.
2. To ensure compliance with all relevant statutes, regulations and sector standards for University Research, Knowledge Exchange and associated commercial activities, including regulations covering Higher Education and Charities, and in keeping with current requirements and sector innovations, recommending and updating internal processes, policies and regulations as required. To ensure that all agreements comply with the University's financial regulations, and governance policies (Ethics and Integrity, Consultancy, IP, Human Tissue Act. Trusted Research and Innovation principles etc.) have been appropriately considered and where necessary authorised.
3. To contribute to the preparation of reports to enable the Senior Contracts Manager to produce an annual overview of research and knowledge exchange contracts



and income generated. Where directed, to provide reports to other senior colleagues and committees with an overview of improvements, areas of developments and working with senior colleagues to optimise value added and commercial return. To highlight areas of risk to the University and support the Senior Contracts Manager in ensuring appropriate mitigation is in place to manage that risk.

4. To provide advice and guidance on all aspects of commercial research and knowledge exchange contracts for the University and associated partners for their assigned portfolio. Provide comprehensive advice and guidance to researchers, academic colleagues and professional services colleagues on all governance, IP and contractual issues relating to agreements governing research and knowledge exchange projects where required, influencing colleagues to take the most advantageous route for the University.
5. To support the Senior Contracts Manager and the Head of Research and Knowledge Exchange Office to grow institutional knowledge and the University's profile as a Research and Knowledge Exchange partner of choice by supporting and delivering a fit for purpose contractual service that is both fully compliant and able to adapt and react to changing priorities. Under the direction of senior colleagues, to build on connections and networks to help build the University's reputation at the forefront of research and knowledge exchange activities, understanding changing business needs and building trust with external partners.
6. Advise colleagues across the University on effective contractual negotiations in line with agreed strategies and plans and ensure University wide strategy for Research and Knowledge Exchange is embedded in day to day activity for their designated portfolio/client group.
7. To draft, review and negotiate various types of research and knowledge exchange contracts, including: grant agreements, collaboration agreements, research contracts, consultancy, non-disclosure agreements, fee for service agreements, studentships and material transfer agreements or any other agreement which facilitates the University's research and knowledge exchange agenda with external partners in alignment with the Research and Knowledge Exchange Strategy. Effectively handle a large, diverse portfolio of research and knowledge exchange agreements, scrutinising and negotiating these on behalf of the University for their designated portfolio/client group.
8. To support the Senior Contracts Manager to review, further develop and communicate a suite of model University-level templates, agreements, processes and procedures ensuring uniformity of practice and standards in the overall administration and negotiation of research and knowledge exchange contracts handled by the University. To ensure the day to day maintenance of the suite of standard terms and conditions for the University's research and knowledge exchange activities and keep up to date with major funders' terms and conditions and governance frameworks and templates



for research and knowledge exchange management. Where appropriate to make suggests for improvements or additions to the template suite of contracts.

9. To ensure that key contractual obligations and risks are highlighted to approvers, delegated authorities, research or academic colleagues and post-award/finance colleagues involved in proposal development and contract delivery for their client group.
10. To use the University's Virtual Research Environment (VRE) or other electronic document management approaches as necessary to ensure appropriate records management and to provide suggestions for greater efficiency.
11. To contribute to the RKEO's Researcher Development hub training resources and training for other RKEO colleagues and researchers and presentations as required.
12. Undertake any other duties within their competence as may be requested by the Senior Contracts Manager and/or Head of Research & Knowledge Exchange Office.

CONTEXT

The Research and Knowledge Exchange Office (RKEO) is key to enabling the University to achieve its strategic objectives which relate to research and knowledge exchange activities. The RKEO makes a significant contribution to University income generation and culture, most notably via the Research Excellence Framework (REF), the Higher Education Business Community Interaction Survey (HE-BCIS) and the Knowledge Exchange Framework (KEF) and Knowledge Exchange Concordat (KEC). The Office works to deliver a holistic and seamless experience for colleagues and external partners and is made up of the Research Development Team, Collaboration Development Team and the Research Environment and Scholarly Communication Teams.

The Research and Knowledge Exchange Office is responsible for:

- Pre and non-financial post-award support for all research and knowledge exchange funding bids and awards
- Support for key knowledge exchange activities including KTPs, contract research, collaborative research, University facilities, consultancy and commercialization
- Coordinating the delivery for REF, HE-BCIS returns, the KEF and KEC and other governance matters relating to research and knowledge exchange, institutionally
- Research ethics and integrity support
- Maximising research impact
- Managing and developing the institution's research information system the Virtual Research Environment (VRE)
- Institutional Outputs Repository and the University of Westminster Press
- Strategic and operational support for the institution's four Research and Knowledge Exchange communities.

Strategic and operational support for the institution's four Research and Knowledge Exchange communities.



All roles will work collaboratively across the Research and Knowledge Exchange Office as a whole, to ensure that research, academic, professional services colleagues and external partners receive a high-quality service. This will include providing cover for short term absences and peaks in activity from time to time and modelling integrated team working.

All roles in the Research and KE Office work collaboratively across the unit and the University to ensure that colleagues and external partners receive a high-quality service. This includes providing cover for short-term absences and peaks in activity from time to time and modelling integrated team working.

This role has a specific responsibility for maintaining and developing close working with the Library & Archives Service, notably the Research Environment and Scholarly Communications team to ensure that there is a unified approach to enabling a trusted research environment alongside other aligned professional service leaders and units in university governance, planning, finance, business continuity and the Graduate School.

The post is full time and based in the West End, London but the post holder may be expected to work at any of the University sites as required. We have a Smart Working approach that allows for some off-site working; it is expected that the post holder will be onsite for an average of two days per week at a minimum. Other arrangements are subject to agreement through our Flexible Working Policy and Procedure.

The post holder should have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

DIMENSIONS

- The post holder will not have direct line management responsibility
- The post holder will have no budgetary responsibility

KEY RELATIONSHIPS

- Principle Investigators
- External clients and funders
- Partner institutions
- Finance Business Partners
- Procurement
- Data Protection Team
- Tax & Compliance Team
- Business Engagement Directorate
- Graduate School
- Alumni and Development Office
- DVC/Head - Research & Knowledge Exchange
- University of Westminster COO
- All RKEO teams



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Undergraduate degree in relevant subject or significant equivalent level of experience.

Desirable

- A qualified Solicitor with post-qualification experience.
- A relevant professional qualification and membership of relevant professional body e.g., Chartered Institute of Legal Executives or International Association for Contract and Commercial Management or working towards professional qualification completion e.g., LPC.

TRAINING AND EXPERIENCE

Essential

- Significant successful experience of working in- house in a contracts role and proven knowledge of the end-to-end contractual process with a record of success in delivering a high-quality service.
- Experience of working in an HEI, with good working knowledge of research grant and knowledge exchange funding, including post-award processes and research grant contracts, templates and sectoral standards.
- Experience supporting IP and VAT within a research and knowledge exchange and research context and academic publishing principles and how these relate to contract negotiation and development.
- Experience advising on and having responsibility for regulatory compliance and contractual services in a large organisation.
- Successful experience advising on and mitigating areas of risk.
- Experience of providing support, advice and services to a wide range of customers, achieving buy-in to a recommended course of action.
- Broad and in-depth experience and understanding of issues in drafting and negotiating research and knowledge exchange contracts.
- Successful experience of advising colleagues and external partners within the field of expertise, with the ability to persuade others to take a different course of action where necessary.
- Strong awareness and understanding of commercial value when agreeing contracts.
- Proven working knowledge of relevant financial regulations and sector governance.
- Proven ability to balance the needs of individuals against the needs of the organisation.

Desirable

- Experience of other information management databases.
- Experience advising senior roles regarding appropriate contracts to use, including highlighting any areas of potential risk.



- Evidence of providing strategic advice and planning in support of existing and new commercial endeavours.

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Excellent interpersonal and communication skills and proven credibility in engaging with internal and external stakeholders and clients.
- Ability to manage a high case load, work under pressure to tight deadlines.
- Ability to manage own work, stay organised and maintain clear, accessible records.
- Personal and political ability to balance being able to advise and influence in a non-confrontational and non-directive but assertive manner.
- Keen to work across teams to find solutions and learn about new areas to ensure projects run smoothly.
- Keen to contribute to continuous improvement of processes, policies and procedures which facilitate capacity-building within the stakeholder pool for contract management skills.
- Must share and exemplify the University's values.
- Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

The deadline for receipt of applications is 11.59pm on 16 April 2026.

Interviews will take place on w/c 27 April 2026

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

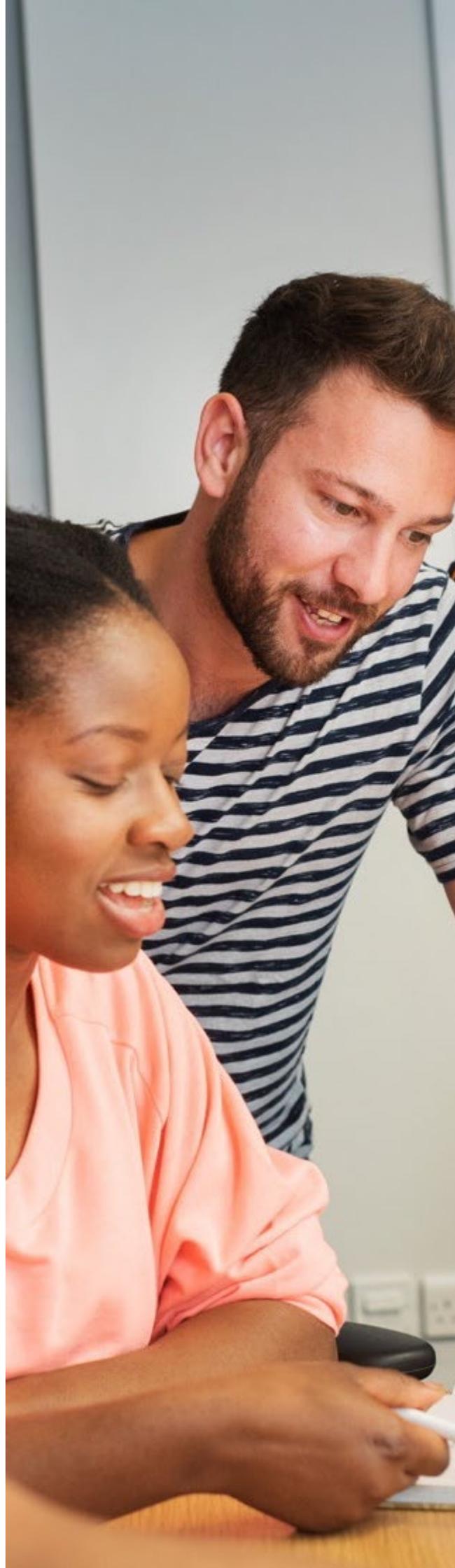
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





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