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RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Title:	Contracts Officer
Department:	Office of Research and Innovation
Tenure:	Permanent, Fulltime (part-time applications will also be considered)
Location:	121 St Stephens Green
Reporting to:	Research Contracts Manager

The **Royal College of Surgeons in Ireland** (RCSI) is a private, self-financing, not-for-profit medical and surgical college headquartered in Dublin (Ireland) with global reach through its overseas medical universities and health care centres in the Middle East, the Far East and Africa. Since its foundation in 1784, it has played a leadership role in Irish surgical and medical education. Currently, it operates the largest Medical School in Ireland and provides undergraduate education in Physiotherapy, Pharmacy, and Nursing. In addition to Surgery, it also provides postgraduate training and education in Radiology, Dentistry, Nursing & Midwifery, Sports and Exercise Medicine, Healthcare Management and Leadership, and has an Institute of Research.

RCSI recognises that excellence in research is critical to the quality of its educational activities, its credibility, and, overall, to its mission to enhance human health. RCSI's research strategy builds upon its strength in translational biomedical and clinical research to deliver transformational, high impact changes in health care. Targeting both Irish national and EU funding, along with increased collaboration with industry, is a major part of the RCSI research strategy. Forging increased collaboration between RCSI PIs and industry is of critical importance to achieving success in this area.

Purpose of the post

In order to deliver on the research strategy, the Office of Research and Innovation provides integrated support for research applications to both funding agencies and Industry and provides for commercialisation of RCSI research outputs. To support the office a position of Research Contracts Manager has been established to expand the College's professional research interface with academia and industry. The Research Contracts Manager will provide valuable IP management and contracts evaluation, interpretation, negotiation, and management to the ORI. The candidate will be expected to work both independently and closely with colleagues in Research and Innovation to expedite agreement, negotiation and conclusion within the ORI.



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Specifically, the duties of the post are:

- Negotiate and support the Research Contracts Manager in the drafting and management RCSI research agreements (including collaborative research agreements, secondment and mobility agreements, clinical trials agreements, data transfer and processing agreements, non-disclosure agreements, material transfer agreements, consultancy, infrastructure access, services agreements).
- Review, interpret, and negotiate agreements received from external parties.
- Update template documents, as required.
- Manage agreements related correspondence and communications with RCSI academics, industry and other universities.
Agreement tracking, monitoring and data entry into ORIs IP and Contracts management systems.
- Develop strong working relations with internal colleagues within RCSI ORI and key external stakeholders.
- Provide reporting metrics, as required.
- Draft and document associated SOPs.
- Other activities as may be requested by the Research Contracts Manager, Head of Innovation and/or the Associate Director of Research.

It is expected that the successful candidate will have the following qualifications, experience and abilities:

Qualifications

- Legal/paralegal qualification

Knowledge & Experience – (Essential)

The job holder should normally have the following knowledge and experience:

- 2-years relevant experience in reviewing, interpreting and negotiating contracts in an academic or industrial setting.
- Strong organisational and administrative skills with strong attention to detail, excellent task management skills together with the ability to work on a number of projects simultaneously; the ability to prioritise and meet deadlines; capable of working on own initiative and under time constraints; ability to develop creative solutions to multi-faceted problems.
- Be enthusiastic and flexible.
- Possess customer service skills.



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Knowledge & Experience (Desirable)

- Experience of working in an academic setting.
- Experience in research or management of research programmes.
- Experience of managing university-industry communications.

Skills & Competencies

- **Negotiation skills:** Proven ability to negotiate agreements.
- **Self-starter with the ability to work as part of a team:** Ability to operate effectively as part of a team – is cordial, tolerant and willing to help others, is co-operative and patient; shares work and information; establishes rapport, can influence and develop effective networks.
- **Extensive I.T. skills:** Knowledge of MS Office suite. Ability to use customized databases and continuously upgrade IT competence is a requisite.
- **Conscientious:** Have a pro-active approach to work, anticipating and resolving problems in advance; have keen attention to detail - from anticipating and addressing issues in advance to understanding requests and delivering quality work with minimal errors.
- **Flexibility:** Can operate flexibly within a busy environment; can shift focus when required.
- **Customer Focus:** Have strong customer service skills. Be able to communicate with a high level of initiative, tact, diplomacy and confidentiality.
- **Ability to interface effectively** with staff, within the ORO, across RCSI and externally.
- **Motivated:** Display a 'can-do' attitude, be committed to RCSI ORI and its development; demonstrate enthusiasm and passion for the role.

Application Process

Please apply online no later than 5pm on Tuesday December 18th with your CV, Covering Letter and the details of two referees.

Informal Enquiries can be directed to Judy Walsh – judywalsh@rcsi.ie or 01-402-2440

Please Note:

This job description may be subject to change to reflect the evolving requirements of the Department and RCSI in developing healthcare leaders who make a difference worldwide.

Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position.

RCSI is proud to be an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their gender, civil status, family status, sexual orientation, religion, age, disability or race.



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If you have any particular requirements for your interview, please notify the Human Resources Department at your earliest convenience.



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