

## Health Data Research UK

### Applicant pack

#### Job description and person specification

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| <b>Post:</b>         | HDR UK Contracts Manager   |
| <b>Location:</b>     | As a result of the pandemic, staff are currently working remotely. HDR UK's primary office is in London, however we are flexibly working across a number of geographical locations and home working is possible. Travel may be required to HDR UK locations and partner organisations. |
| <b>Salary:</b>       | £45,000  |
| <b>Reporting to:</b> | Head of Contracts  |
| <b>Contract:</b>     | This is a permanent and full time (37.5 hours per week) role.  |

#### About Health Data Research UK

Health Data Research UK (HDR UK) is a charity and the UK's national institute for data science in health. Our mission is to make game-changing improvements at both the patient and population level through data science research and innovation. Our UK team of experts develop and apply cutting-edge data science approaches to clinical, biological, genomic, and other multi-dimensional health data to address the most pressing health research challenges facing the public.

For the first time HDR UK is bringing together unique nationwide data assets and specialists across academia, research, and healthcare to unlock knowledge and deliver new insights from molecule to man. By undertaking research at scale, across a population of up to 65 million people, we have an unrivalled opportunity to use data to the highest ethical standards to drive breakthroughs in medical research. This unleashes the potential to improve the way we can prevent, detect, and diagnose diseases such as cancer, heart disease and asthma.

At HDR UK, we employ talented individuals who bring their own unique skills and experience to support the vision and benefit the whole team.

#### Purpose of the post

The role will be part of HDR UK's Contracts Team. As a Contracts Manager, the successful candidate will work across the entire organisation to support HDR UK to deliver a range of high-profile public health initiatives including cutting edge efforts to coordinate UK health data infrastructure and facilitate COVID research in the UK and abroad. This includes regular work with universities, funders, and governmental entities regarding complex data infrastructure and research projects. The role will also assist with a variety of business contract matters including supplier agreements and services engagements that support HDR UK's

public health initiatives. This fast-paced role will involve regular contact with senior internal and external stakeholders.

The successful candidate will share our values, have strong influencing and collaboration skills, find practical solutions to complex issues, and be comfortable with working at pace.

## **Main Responsibilities**

Reporting to the Head of Contracts, this fast-paced role will provide key support for HDR UK's strategic priorities in the categories below:

### **1. Contacting**

- Maintain the Contracts Inbox including reviewing contract request forms, setting up new contract matters, and allocating new contract matters in accordance with HDR UK's Spending & Contracting Policy and as directed by the Head of Contracts.
- Ensure accurate records are kept regarding the contracting process and contract documentation, including primary responsibility for the contracts register and the contracts folders.
- Draft and negotiate a broad range of agreements using HDR UK templates and, as needed, draft bespoke provisions in line with HDR UK's approved positions. The role will involve a variety of agreements including both incoming and outgoing grant award terms, services agreements, research collaboration/consortium agreements, studentships, external secondments, data agreements, IP licences/assignments, and NDA/CDAs.
- Review contracts and terms prepared by counterparties to determine compatibility with HDR positions and requirements.
- Conduct appropriate due diligence activities and ensure that assigned contracts comply with HDR UK policies and financial regulations, as well as the requirements of HDR UK's funders.
- Assist the Head of Contracts to progress complex agreements such as high value services engagements, multi-tiered funding structures, IP licences/assignments, and data agreements.
- Advise HDR UK staff and stakeholders on contract terms, contracting approach, risk management, and contract processes.
- Identify issues that require escalation to senior stakeholders, the Head of Contracts, the Head of Legal, or external counsel.
- Provide general administrative support regarding contract matters.
- Stay current regarding relevant legal and regulatory developments and undertake professional development regarding contract drafting and negotiation strategies.

### **2. Relationship Management**

- Build and maintain excellent relationships with key internal and external stakeholders to deliver HDR UK's priorities in a timely and efficient manner.
- Communicate deadlines, contract terms, and commercial/funding positions to internal and external stakeholders.

### **3. Process and Systems Development**

- Assist with maintaining and improving HDR UK's existing contracting processes, policies, and templates.
- Assist with establishing best practices for contracting and communicating those best practices to internal stakeholders, including developing and presenting training materials.

### **4. Risk management**

- Manage the risk profile of assigned contracts including escalating matters as appropriate.
- Assist the Head of Contracts to advise and report to the Head of Legal on key contracting and risk management issues.

### **5. Other**

- Work across all teams at HDR UK to contribute to other projects or activities as the need arises, including assisting with procurement related tasks.
- Deputise for the Head of Contracts as needed.

## **Knowledge, Skills, and Experience:**

### **1. Essential**

- Educated to degree level with a minimum of three years contract management experience ideally including experience with research funding.
- Pragmatic and organised with excellent attention to detail.
- Excellent communication skills (written and verbal) with the ability to articulate complex issues clearly and concisely to a wide audience of varying levels of knowledge and expertise.
- Confident reviewing, negotiating, and drafting a range of contract terms including liabilities/indemnities, data provisions, IP provisions, confidentiality and publication provisions, and multi-party arrangements. The candidate must be able to communicate HDR UK's positions with awareness of both the specific contract at issue and the larger context of the relationship between the parties.

- Proven ability to prioritise and manage a large, complex workload, taking ownership of tasks, and meet deadlines across multiple projects.
- Ability to work well independently and as part of multidisciplinary teams.
- Experience of using knowledge management systems/contract management systems.
- Resilience and the ability to handle shifting priorities and time-sensitive negotiations.

## 2. Desirable

- A degree in Law or experience in the legal field with five years of contract management experience, ideally involving both public sector and industry counterparties.
- Experience with one or more of the following: (1) procurement/tendering; (2) external secondments; (3) GDPR; (4) grant funding; (5) studentship agreements; or (6) research collaboration/consortium agreements.
- Experience working in an organisation undergoing rapid growth.
- A demonstrated passion for health data research.

## Further Details

- As a result of the pandemic, staff are currently working remotely. All HDR UK roles are primarily based at the London offices, however we are flexibly working across a number of geographical locations and home working is possible. Travel may be required to HDR UK locations and partner organisations.

## Application Process

Please apply with a CV and covering letter of no more than 500 words explaining what you can bring to this role to [hdruk@gravitatehr.co.uk](mailto:hdruk@gravitatehr.co.uk).

The closing date for this position is 5pm Monday 27 September 2021.

Interviews are expected to take place during the week of 4 October via videoconference.

## Equal Opportunities Policy Statement

Health Data Research UK is an equal opportunities employer, and as such aims to treat all employees, consultants, and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants

- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training, or any other benefit will be made objectively and without unlawful discrimination.

## Values

HDR UK's values guide how we work together within HDR UK and with our partners and other stakeholders:

1. **Transparency:** we will share information, insights, and innovations so that we learn faster together.
2. **Optimism:** we believe that we can make things better, that we can do things differently and that we can overcome challenges to create a new and thriving health data ecosystem that benefits patients and the public, the NHS, scientific discovery, and industry.
3. **Respect:** we deliver better results when we work in a truly interdisciplinary way. We listen, share, and respect a diversity of thought and opinion, perspective, and experience. We are inclusive - leveraging and fairly attributing the expertise and capabilities of others.
4. **Courage:** we are leading the way and will be prepared to try new things, take risks, embrace ambiguity, and challenge the status quo. We will contribute opinions to shape the future of health data research.
5. **Humility:** we have a lot to learn from others; and aim to be free from pride and arrogance.