

PERSON SPECIFICATION
Senior Contracts Officer
Vacancy Ref: A3767

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Legal qualification/law degree or relevant experience.	Essential	Application Form
Excellent legal knowledge and understanding of key contractual terms and conditions and intellectual property matters.	Essential	Supporting Statement/ Interview
Experience of negotiating, drafting and recommending agreements with external customers.	Essential	Supporting Statement/ Interview
Experience of effectively administering a diverse client and project portfolio.	Essential	Supporting Statement/ Interview
Excellent interpersonal and communications skills with the ability to maintain effective professional relationships with colleagues and external organisations.	Essential	Application Form/ Supporting Statement/ Interview
A flexibly, positive, cooperative and proactive approach to work.	Essential	Supporting Statement/ Interview
Ability to manage competing tight deadlines and to work under pressure both within a team and independently.	Essential	Supporting Statement/ Interview
Ability to make contractual decisions, for example deciding upon whether a contract protects the interests of the University and its staff.	Essential	Interview
Well-developed analytical capabilities, able to interpret complex contract terms and conditions.	Essential	Interview
An ability to take a proportionate approach to risk in the context of contract frameworks and strategic objectives.	Essential	Interview
Excellent IT skills with experience of Word, Excel and other common systems.	Essential	Application Form/ Interview
A postgraduate or relevant business/commercial sector/legal qualification.	Desirable	Application Form
Previous experience of dealing with contract negotiations involving Government Communications Planning Directorate (GCPD), Centre for the Protection of National Infrastructure (CPNI), the National Cyber Force, Government Communications Headquarters (GCHQ) and the the Home Office	Desirable	Application Form/ interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.