

NCUK

THE UNIVERSITY CONSORTIUM

Contracts Manager

Candidate Information Pack

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Job Advert

Role: Contracts Manager

Starting Salary Range: £45k - £48k

Location: Homeworking / Manchester office

NCUK is a unique organisation. A consortium of leading international universities, NCUK provides overseas students with guaranteed access to universities through our pathway qualifications. More than 40,000 students have successfully progressed to NCUK Universities worldwide by completing our qualifications. Our qualifications combine the highest of academic standards with exceptional language, study and cultural skills, and are currently delivered in more than 30 different countries across four continents. NCUK is a commercial trading subsidiary of the Northern Consortium, a registered educational charity.

This post sits within the Finance & Operations Directorate within NCUK and will provide legal support in relation to commercial contracts for suppliers and partners.

NCUK has contracts with approximately 80 partners, as well as a growing number of supplier contracts, many of which are linked to the ambitious Digital Transformation Programme that we are embarking on. Our new Strategic Plan is based on a growth agenda that will result in the development of new contracts with universities and delivery partners in the UK and overseas. As well as leading on the development of new contracts, the successful candidate will be expected to manage existing contracts, change control procedures, and other legal issues related to the operation of NCUK.

The successful candidate will also take a leading role with regards to the automation of the contract life-cycle management process aimed at improving the in-house legal service to key internal stakeholders.

We offer a friendly working environment and excellent benefits, including 27 days' annual holiday (plus Bank Holidays) and pension contributions of up to 8% of salary. We offer a hybrid working pattern, working from home and our Head Office in central Manchester. The role may involve occasional domestic travel.

How to apply

Please apply by submitting your CV to vacancies@ncuk.ac.uk as soon as possible with a short covering message highlighting how your experience and skills meet the requirements of the job description and person specification. Your CV should be in Microsoft Word or PDF Format.

Applications will close once the post has been filled – please apply as soon as possible to avoid disappointment.

What we do

NCUK develops and maintains academic qualifications that prepare students for entry to university. The company also provides university application support services which assists NCUK students in progressing to university following the completion of their course.

NCUK licences delivery of its academic qualifications to Delivery Partners, and we currently have 100+ Delivery Partners across 30+ countries. NCUK's Delivery Partners have an average of around 30 students and our largest partnership, the Sino British College (SBC) in Shanghai, has over 1500 students registered on NCUK qualifications.

Academic Qualifications

NCUK currently offers the following qualifications:

- The NCUK International Foundation Year (IFY) is a modular qualification that prepares students for first-year entry to a wide range of bachelor degree courses. Students take a combination of three modules appropriate for their intended degree course and one of NCUK English for Academic Purposes for proof of English where needed.
- The NCUK International Year One (IYOne) in Business, Engineering and Law are first-year undergraduate degree level equivalent qualifications that articulate into the second year of selected undergraduate degree courses at NCUK Universities. The IYOne can be combined with the IFY to form a 2+2 study programme.
- The NCUK International Year Two (IYTwo) in Business is a second-year undergraduate level equivalent qualification that articulates into the third year of Business undergraduate degree courses at select NCUK Universities. The IYTwo in Business can be combined with the IFY and IYOne to form a 3+1 study programme.
- The NCUK Master's Programme (MP) provides specialised English for Academic Purposes (EAP) training and an introduction to the research skills needed for success at Masters level.

NCUK Universities

NCUK has developed partnerships with a 45+ universities worldwide, including the original 10 founder members of the Northern Consortium as well as additional universities in the UK, Australia, New Zealand, Canada, the USA, the Caribbean and Malaysia. These NCUK Universities are the primary progression destinations for students completing NCUK qualifications.

In addition to these universities further agreements are in place with other international universities.

NCUK Staff

NCUK employs approximately 50 permanent staff and buys in services from around 75 external contractors, particularly for academic development and examination activities.

Most of the staff are based in the UK, predominantly in Manchester, with a small team based in a representative office in Beijing, China as well as other members of staff being situated in various locations in the Asia region

Job Title	Contracts Manager
Location	Remote (Working from Home) Manchester, UK
Directorate	Finance and Operations
Reports To	Finance and Operations Director
Line Management	N/A

Job Purpose
<p>NCUK is a consortium of leading universities dedicated to giving international students guaranteed access to universities worldwide and helping them succeed with their education and future careers. This post sits within the Finance & Operations Directorate and will provide legal support in relation to commercial contracts for suppliers and partners.</p> <p>NCUK has contracts with approximately 80 partners, as well as a growing number of supplier contracts, many of which are linked to the Digital Transformation Project (DTP). The new Strategic Plan is based on a growth agenda that will result in the development of new contracts with universities and delivery partners in the UK and overseas. As well as leading on the development of new contracts, the successful candidate will be expected to manage existing contracts, change control procedures, and other legal issues related to the operation of NCUK.</p> <p>The successful candidate will also take a leading role with regards to the automation of the contract life-cycle management process aimed at improving the in-house legal service to key internal stakeholders.</p>

Key Responsibilities and Accountabilities	
1.	Develop a full understanding of the NCUK Contract Lifecycle from the initiation, invoicing and ceasing of services.
2.	Provide in-house legal expertise in relation to the design, processing, and administration of commercial contracts within a business growth environment.
3.	Provide in-house legal expertise in relation to commercial dispute resolution.
4.	Act as key point of contact between NCUK and external legal firms when external legal advice is required.

5.	Ensure a consistent approach is applied across the whole Contract Lifecycle.
6.	Take ownership of the contract renewal process, highlighting in a timely manner potential expiry of contracts, informing relevant internal stakeholders, and working for a resolution of the renewal.
7.	To act as the operational lead on contract reviews, and the drawing up of new contracts for suppliers and partners.
8.	Manage exit arrangements from contracts as and when required.
9.	Take ownership of the day-to-day administration of the assigned portfolio of partner contracts.
10.	To assist account managers when negotiating new / renewed contract terms with suppliers and partners where applicable.
11.	To identify commercial risk during contract negotiations and advise accordingly.
12.	Identify any gaps associated with contract configuration and escalate effectively to management any significant variances.
13.	Aim to continuously improve the contract administration and reviewing processes and implement workable amendments where necessary. Utilise NCUK automated systems and tools to facilitate streamlined processes.
14.	Configure and implement solutions using our Contracts Lifecycle Management (CLM) tool. A good understanding of CLM software functionality is key.
15.	Ensure that all internal contract supporting policies are kept updated and comply with the required external standards and best practice.
16.	Maintain knowledge and awareness of relevant legislation and policies that affects NCUK and ensuring that this is reflected in the NCUKs policies and agreements.
17.	Manage contract queries from other internal NCUK functions, eg. Finance.
18.	Proofread contracts and other documents for quality, consistency, and content.

Your job description does not define or limit your duties and you may be required to carry out other work within your abilities, either for your professional development or the business needs.

Review Arrangements

Over time the nature of the job may change. Consequently, NCUK will expect to revise this job description from time to time and will consult with the job holder at the appropriate time

Qualifications	Essential (✓)	Desirable (✓)
Degree level qualification or equivalent experience	✓	
Experience	Essential (✓)	Desirable (✓)
Experience of providing legal support with commercial contract reviews.	✓	
Experience of identifying risk and its implication to the business.	✓	
Experience of proofreading large contracts and other complex documentation for quality, consistency and content	✓	
Experience of negotiating contract terms with suppliers and customers	✓	
Experience of tracking contract schedules and initiating contract renewals.	✓	
Prior CLM experience is desirable, preferably in an administrator role (with configuration and integration experience)		✓
Experience of servicing committee and other meetings, preparing agendas and papers.		✓
Skills/Knowledge	Essential (✓)	Desirable (✓)
Ability to take in large documents and understand legal contracts in a business to business setting	✓	
Experience of working within the HE sector		✓
Ability to explain complex legal terms to non-legal colleagues	✓	
Strong attention to detail	✓	
Evidence of outstanding communication skills (oral and written).	✓	
Strong Administration skills	✓	
Strong Project Management skills (Contract initiation to Sign-off)	✓	
Experienced in Microsoft Office, especially Word and Excel (particularly formatting and use of formulae)	✓	
Personal Styles or Qualities	Essential (✓)	Desirable (✓)
Self-starter, who is independent, a creative thinker, and yet common sense oriented, with the ability to exercise good judgment.	✓	
Effective, organised with the ability to manage multiple demands	✓	

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Positive, enthusiastic and proactive approach to work	✓	
Ability to work to tight timescales with a sense of urgency	✓	
Ability to work well in a team	✓	
Willingness to take individual responsibility.	✓	
Commitment towards developing an open, honest and respectful culture.	✓	

OUR VISION

To be the outstanding provider of University pathway programmes and placement services

OUR MISSION

NCUK provides the highest quality university pathway programmes and placement support to our business partners and a well-qualified, diverse supply of students to our university partners.

OUR VALUES

QUALITY

To deliver the highest standards throughout our products, services and communications.

INTEGRITY

To build trust and respect through fairness, honesty, equality and cultural awareness.

INNOVATION

To overcome obstacles and drive effective, efficient delivery with a creative approach.

COLLABORATION

To work together, building successful, lasting partnerships.