



CONTRACTS OFFICER

The British Geological Survey (BGS) is one of the world's leading and forward thinking geological science institutes with a focus on both public good science for government and geoscientific research to understand earth and environmental processes. A vacancy has arisen for a highly motivated and enthusiastic Contracts Officer to be based at our Headquarters in Keyworth, Nottingham.

As Contract Officer, you will:

- Provide drafting, review and negotiation of contract terms and conditions for new and existing customers to ensure they are qualified and executed in accordance with organisation's contracting guidelines, procedures and strategies, in order to mitigate potential risks and liabilities
- Assist in the development of standard T&Cs, processes and tools
- Liaise with other functions and management at all levels, within and outside the organisation
- Agree specific wordings with researchers and project partners, including proof reading the content
- General administrative tasks to ensure robust team housekeeping

To join us, you must be / have:

- Law graduate – or equivalent legally based qualification
- Recent practical experience of drafting contracts, agreements and other legal documents, using appropriate legal terminology
- Recent practical experience of and be able to show understanding of use of nuances of legal procedure
- Experience of reviewing, proof-reading and drafting legal documents, using proper format and appropriate content
- Experience of working in busy office environment
- Knowledge of UK legal framework and how to apply this to work to ensure compliance
- Good working knowledge of MS Word, Excel and Access
- Effective written communication skills
- Able to prioritise work and problem-solve
- Able to work with limited supervision
- Able to express themselves clearly and concisely
- Logical and methodical in their approach
- Able to work flexibly as part of team
- Able to engage stakeholders in the implementation of revised procedures and documents
- Demonstrates an interest in the work of BGS and NERC
- Displays an enthusiasm for their role and a desire to develop this further

This is an open ended appointment. Starting salary will be between £22,224 per annum to £24,112 per annum, depending on qualifications and experience. Working hours will be 37 per week excluding lunch breaks. The role is advertised as a full time post but we may consider applications from those who require more flexible arrangements. A generous benefits package is also offered, including a company pension scheme, free parking, childcare allowance, 30 days annual leave plus 10.5 days public and privilege holidays.

Applications are handled by the RCUK Shared Services Centre; to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc243041_7599.aspx and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this post and how you meet the criteria described in this advertisement. Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867003, Please quote reference number IRC243041.

Closing date for receipt of CV's is 7 November 2017.

From April 2018, BGS, a component institute of the Natural Environment Research Council, will become part of UK Research and Innovation. UK Research and Innovation will bring together the seven UK Research Councils, Innovate UK and a new organisation, Research England. The vision for the new organisation is to be the best research and innovation organisation in the world. More information can be found online at <http://www.ukri.org>. From April 2018, you will be employed by UK Research and Innovation.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an Investors in People organization and has achieved Bronze status for Athena Swan – a scheme that recognizes excellence in women's employment in science, technology, engineering, maths and medicine (STEMM) in UK higher education. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

