

# Careers at UCLB

Legal Affairs Officer Candidate Information Pack



# Introduction to UCL Business



## Anne Lane, CEO

I am delighted that you're interested in working at UCL Business Ltd (UCLB). As CEO, I am proud to work alongside such a talented, dedicated and diverse team, who are supporting the commercialisation of technologies that make a positive societal change.

UCL, as one of the leading universities in the UK for teaching and research, recognises the need to translate its exceptional research into commercial development for positive social and economic benefit.

UCLB is recognised as a leading technology commercialisation company within the UK, and has an impressive and successful track record of creating licences and spinouts based on UCL's intellectual property for almost 30 years. We are unique within the UK by being an independent, financially self-sufficient company with a strong history of making significant profits for UCL.

The company relies on its experienced staff and we strive to create the maximum number of opportunities for technology growth. Despite the challenges of COVID-19, UCLB has continued to experience exceptional success, raising £1.7 billion of external investment in the last three years, and supporting the creation of 6 new spinouts in 2021.

We encourage an environment of enthusiastic involvement and entrepreneurship and we aim to attract people who are talented, motivated and interested in working here, where they can make a useful contribution – both as individuals and as part of the UCLB team.

We want everyone to be able to achieve their best work and for this to be an open, happy and productive environment so that the company can truly succeed.

# Introduction to Legal Affairs



Working within the team is exciting, challenging and rewarding, as we are very involved in negotiating varied agreements that bring transformative innovations to the benefit of the wider world. Joining us is a fantastic opportunity to work within a successful and driven team, where you can be part of important and exciting projects. We really see our commitment as a team effort – with lots of personality too!

## Director of Legal and Company Secretary

The Legal Team coordinates and manages UCLB's legal affairs and its IP portfolio. I am the Director of Legal and Company Secretary, leading a committed and dynamic team of ten people.

Board of Directors

Chief Executive Officer

Communications & Marketing

Physical Sciences & Engineering

BioPharm

Operations

Business Portfolio Management

Legal Affairs

Finance

# Legal Affairs Officer

## **About the opportunity:**

We have an opportunity for an outstanding individual to join the Legal Affairs Team. You will have a law degree or equivalent paralegal training and qualification. Moreover, the role would suit someone who has experience of drafting and negotiating contracts, in either private practice or in-house, working in a demanding environment. This is a unique opportunity to take up a Legal Affairs Officer role within a leading technology transfer company supporting one of the UK's top research-led universities and work collaboratively including with academic staff, shareholders and other professionals.

If you are seeking a new exciting opportunity to make a real difference by working on world - changing technologies and innovations that have a real and positive impact on people's lives, then this could be the role for you.

## **What you need to have:**

The successful candidate needs to be a motivated, proactive, enthusiastic and a driven person with sound knowledge of contracts law including experience of preparing and negotiating contracts, with minimal supervision. Expertise in contracts law is essential.

Expertise in negotiating and drafting contracts, such as confidentiality agreements, assignments, revenue sharing agreements, inter-institutional agreements, material transfer agreements and licenses is desirable.

You will be expected to take an investigative, pro-active, practical and commercial approach while being pragmatic and be able to work autonomously as well as be part of a dynamic team

# What we offer



## Salary

The salary range is £32,000 to £37,000 depending on qualifications and experience. We operate a performance related pay (PRP) scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based.



## Hours of Work and Flexible Working

The normal hours of work are 35 hours per week. Hybrid working applies to this role, we offer you the flexibility to choose where you work with a minimum of two days per week in the office.



## Holidays

We have a generous annual leave entitlement of 25 days a year plus public holidays and a further 6 days leave spread over Christmas and Easter. You can also buy up to an additional 5 days holiday each year.



## Learning and Development

We support continual personal and professional development by supporting in-house and external training and covering the cost of professional subscriptions and memberships.



## Health and Wellbeing

Your health and wellbeing is important to us. We have Wellbeing Champions, a confidential employee assistance programme, fruit in the office, discounted gym memberships and we will support the cost of your eye test. In addition, the Company offers cycle and season ticket loans, as well as private healthcare for all staff who have successfully completed their probation period.



## Pension

We operate two generous pension schemes - SAUL for new employees and USS for any employee joining within one month of leaving the USS scheme.



## Other Benefits

Access to discounts, employee savings scheme, enhanced parental leave pay, summer and Christmas events along with regular social activities.



# Job Description

## **Job Purpose:**

Reporting to the Senior Counsel IP and working closely with all members of the Legal Affairs team, Business Managers (BM's) and externals, this role will provide support to legal and intellectual property staff to facilitate intellectual property (IP) and other transactions.

## **Duties and Responsibilities:**

### **Preparing Agreements**

- Being chiefly responsible for negotiating and preparing agreements, primarily confidentiality agreements, assignments, revenue sharing agreements, inter-institutional agreements, material transfer agreements and licenses and liaising with relevant parties (internally and externally) in this regard.
- Assist with the negotiation and preparation of other documentation and agreements such as for licences, corporate transactions and due diligence and such other documentation as requested by the Senior Counsel IP, Senior Counsel Corporate and Director of Legal Affairs and Company Secretary.
- Provide advice and support to the commercial and leadership teams with regard to these activities.

### **Legal Advice and Support**

- Provide efficient and pragmatic legal advice and guidance on intellectual property and contractual related matters to the commercial and leadership teams.
- Draft and negotiate agreements that maximise revenue potential while minimising legal and commercial risk.
- Oversee the Legal Affairs Assistant (where appointed by UCLB) on a daily basis and assist with his/her training.
- Support UCLB's contracting processes and procedures.
- Assist with maintaining/updating standard form agreement templates.

### **Document and Data Management**

- Maintain agreement records
- Input information into Minuet and other databases

### **Communication and Interaction**

- Liaise with, and build effective working relationships with UCLB legal and commercial teams, UCL stakeholders and affiliated contracting offices.
- Work off-site at UCL as required.
- Monitor and chase outstanding matters as appropriate.
- Escalate matters as appropriate.

### **Administrative Activities**

- Organise signature of documents for UCL legal and commercial teams.
- Support post-signature activities.

### **Queries and Research**

- Respond to queries from UCLB, UCL and other stakeholders.
- Conduct research to provide answers to queries.
- Conduct fact-finding exercises.

# Person Specification

## Essential criteria:

- Law degree or equivalent level qualification or recognised paralegal training
- Experience of dealing with a high volume of work and meeting tight deadlines
- Experience of managing multiple work streams and stakeholders
- Knowledge and awareness of legal and contractual matters
- Excellent IT skills (Microsoft Word, Excel, PowerPoint and web searching).
- Flexible, positive and proactive approach to role.
- Ability to work under pressure without sacrificing quality.
- Excellent organisational skills and attention to detail – able to prioritise work and meet deadlines
- Ability to respond appropriately, confidently and sensitively in relation to academic and commercial partners/clients and build relationships with colleagues at all levels.
- Understanding of great customer service
- Sound judgement and ability to demonstrate initiative and self-motivation
- Excellent verbal and written communication skills
- Ability to work as part of a team and independently without undue supervision
- Practical approach to work, whilst balancing commercial and legal risk.
- Interest in legal and contractual matters and the technology transfer sector.

## Desirable criteria:

- Experience of working in an administrative capacity in a demanding environment, and within a complex organisation.
- Experience of drafting contracts, such as confidentiality agreements, assignments, revenue sharing agreements, inter-institutional agreements, material transfer agreements and licenses.
- Experience of preparing reports
- Experience of working within a legal or contractual function
- Experience of supervising junior members of staff
- Willingness to occasionally undertake business travel abroad and within the UK.
- A flexible approach to tasks, travel and hours of work.



# How to apply

If you would like to apply for the role, please visit the following link: [Legal Affairs Officer](#)

Applicants will be shortlisted based on the extent to which they meet the competencies required for the role via their application.

In your application statement you will be expected to succinctly explain how you meet each of the key requirements for this role, giving examples that clearly demonstrate your skills, knowledge and experience.

If you have any questions regarding the application process, please email Nadiya Ahmed at [jobs@uclb.com](mailto:jobs@uclb.com).

The closing date for applications is 22 January 2024.

Please note we will disregard any applications which do not contain a completed statement and CV. You are advised to submit your application as soon as possible as we reserve the right to close the advertisement once we have received sufficient applications.

Only shortlisted candidates selected for interview will be contacted on or before 6 February 2024.