



SAID BUSINESS SCHOOL UNIVERSITY OF OXFORD

Commercial Contracts Manager

Hybrid (two days per week onsite), Egrove Park, Kennington and Park End Street, Oxford
Grade 8: £48,235 - £57,255 per annum including the Oxford University Weighting of £1,500 per annum

Permanent, full time (37.5 hours per week)

Saïd Business School, University of Oxford



The role

The Commercial Contracts Manager supports the negotiation, drafting, review, and administration of commercial contracts to ensure compliance with organisational policies, legal standards, and business objectives. This role involves close coordination with internal teams and external partners to manage contractual relationships, mitigate risks, and support business operations effectively.

The Commercial Contracts Manager (CCM) will use industry standard practices such as PRINCE2 to own, project manage and design strategic, contracting and delivery related business processes for Executive Education (ExecEd).

Responsibilities

Contract management

- Responsible for all aspects of the contracting process for consultants used within Executive Education this will include new consultants, renewal, and non-renewal of existing consultants working in conjunction with Procurement. Develop and maintain guidance on consultant contracting processes and ensure provision of correct training through Executive Education.
- Assist in drafting, reviewing, and negotiating various contracts, including client contracts, NDAs, and partner agreements
- Informing ExecEd team members on the contracting process which will include supporting the team on the completion of client contract variations, statement of works and compliance documents
- Support Legal Counsel on producing a contract summary and specify risks associated with non-standard terms for all client contracts and recommend strategies to mitigate them
- Reviewing compliance within contracts and working closely with the finance team, the Legal Counsel - OSBSL and those responsible

for contracting to ensure contracting is on appropriate terms

- Be the first point of contact within ExecEd for client, participant and internal compliance activity in-line with legal standards and business policy. The role will coordinate ExecEd's responses and compliance activity on areas such as Right to Work, GDPR (acting as an ExecEd GDPR champion), IR35 and subject access requests
- Responsible for maintaining guidance notes on purchasing requirements such as ensuring that Third Party Security Assessments, Data Processing Agreements and Data Protection Impact Assessments are completed correctly in line with University and School policies and procedures. Support the ExecEd team on completion of the documents for new suppliers when required. Assist Legal Counsel - OSBSL with the completion of client documentation such as Third-Party Security Assessments/questionnaires
- Ensure the School and University processes are followed for data breaches that are reported in ExecEd
- Maintain accurate records of client contract documents and ensure timely updates for renewals, amendments, and expirations using the contract management system
- Assist in developing and maintaining standard client contract templates and guidelines.
- Support the resolution of contract-related issues or disputes in collaboration with the Commercial Director and legal advisors
- Ensure appropriate documentation for all issues and resolutions
- Monitor contract performance to ensure compliance with agreed terms
- Generate reports on contract status, milestones, and potential risks for management review.



Commercial business operations

- Create and maintain a commercial framework for engaging external consultants in ExecEd, standardising rates to maintain consistency across B2B and B2C programmes
- Collaborate with the ExecEd Learning Impact and Product Innovation team, along with HR and Finance business partners, to develop short- to long-term plans for external consultants needed for programme delivery
- Act as Project Manager on ExecEd commercial related projects and contribute to departmental and school wide projects. This will include setting up and managing project teams and project support where specific resource is required to fulfil ExecEd strategic and commercial project goals
- Demonstrating a strategic understanding of Executive Education, build effective relationships across departments, with the personal credibility to impact at all levels internally and externally
- Provide the ExecEd Leadership team with project and process management best practice to support knowledge management across the ExecEd community
- Contribute to process improvement ideas and actively participate in process improvement initiatives
- Using business standard project management principles and mapping, the CCM will plan and set up key processes and systems to ensure ExecEd can meet external client expectations, foster continued client engagement and deliver on financial, operational and quality targets
- Producing reports for senior management for audit, analysis and other purposes as required
- Maintain the risk matrix for ExecEd in conjunction with the Commercial Director.

Selection criteria

Essential selection criteria

- Demonstrable experience in a contract management or related role.
- Exposure to commercial contract negotiation and administration.
- Knowledge of contract law and basic commercial principles.
- Working knowledge of the General Data Protection Regulation, IR35 and Right to Work rules
- Understanding of and familiarity with project management methodology and principles, such as PRINCE2
- Demonstrable experience of training others and the ability to explain specialist information clearly and succinctly to internal and external stakeholders
- Strong organisational and time management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office and contract management software.
- Detail-oriented with strong analytical skills.
- High level of integrity and ethical judgment.
- High attention to detail and ability to work under pressure.
- Problem-solving skills with a focus on practical solutions.
- Collaborative mindset with the ability to work across departments.
- Analytical thinker with a proactive approach to challenges.



Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at <https://www.jobs.ox.ac.uk/pre-employment-checks>.



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom

and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: <https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledges the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.

Further information about Saïd Business School is available at www.sbs.oxford.edu.

Social Sciences

Oxford Saïd is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

Oxford Saïd runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See <https://hr.admin.ox.ac.uk/staff-benefits>.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

University discounts

All University staff can purchase a NUS Extra discount card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers. There are a wide range of other discounts from external companies available using a university card.

University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





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All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

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