



Job title	Head of Innovation Faculty of Science Innovation Hub	Job family and level	Administrative, Professional and Managerial Level 6
School/ Department	Technology Transfer Office/IP Commercialisation team	Location	University Park, Jubilee and Sutton Bonington Campuses

Purpose of role

The Faculty of Science (FoS) Innovation Hub is a satellite of the university’s Research and Innovation (R&I) central professional service department and is based within and focussed on supporting the FoS. The Hub acts as an expert ‘business partner’ in advising and supporting FoS academic staff on invention, innovation and enterprise activities.

Reporting into the Director of IP within the Technology Transfer Office, the purpose of this role is to develop, lead and manage the work of the newly established FoS Innovation Hub, which will serve as a focal point for building capacity and culture in enterprise and innovation across the faculty, leading to an increase in Knowledge Exchange (KE)-related activity, income and impact.

The role holder will be expected to play a pivotal role in liaison between the KE professional service staff within the central R&I Directorate and members of the academic community and in ensuring that the opportunities for engagement in innovation and enterprise and the University’s support services, policies and procedures around IP, are widely promoted and understood.

As team lead, the incumbent will be a KE professional and possess considerable experience and expertise in technology transfer and related business engagement activities, including project evaluation and development, enabling them to take the lead on high level, high value, and high-risk projects, providing innovative and creative approaches.

They will advise, mentor, and develop junior staff in their team. They will work with faculty academic leads for KE to devise and implement KE strategies for the faculty, aligned to the broader University Research and KE strategies. They will lead on identifying and implementing best practise in KE within the faculty in order to ensure that the service continues to evolve in line with the external landscape. They will be expected to take on board level appointments as required in the University’s spin-out company portfolio.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% of time per year
1.	<p>Strategy, planning and reporting</p> <ul style="list-style-type: none"> ▪ Plan, develop and report on the strategic direction and development of the Innovation Hub in FoS ▪ Lead on devising and implementing strategic initiatives supporting the delivery and evolution of the service. ▪ Be ultimately responsible for the team’s delivery against Key Performance metrics feeding into the University plan, REF, and KEF. 	12%

	<ul style="list-style-type: none"> ▪ Contribute at a strategic level to the continuing development of KE both within the faculty and the wider university through participation at relevant committees and forums. ▪ Contribute to the KE strategy of the FoS ensuring that it develops and aligns with the overall Research and KE strategies of the University. ▪ Represent KE at senior levels within the University as appropriate to promote the activities of the FoS Innovation hub 	
2.	<p>People management</p> <ul style="list-style-type: none"> ▪ Provide direction, leadership, support, and guidance/mentoring to junior staff within the Hub on all aspects of knowledge exchange, including business engagement and intellectual property development and commercialisation. ▪ As the professional service lead for enterprise and innovation within the faculty, raise the profile of KE and advise other professional service colleagues and academic colleagues on business engagement and IP-related matters. ▪ Act as liaison between the FoS and central R&I teams on KE matters, in particular ensuring that university policies and procedures relating to KE are widely promoted and understood 	30%
3.	<p>Customer service/support</p> <p>As a high-level professional practitioner, working with other Hub members, and drawing on experience and expertise in IP to increase volume and value of deal flow and license revenue through:</p> <ul style="list-style-type: none"> ▪ promotion of the importance of enterprise and innovation ▪ identification and evaluation of new IP disclosures ▪ undertaking legal and commercial due diligence ▪ making the business case for filing of patents ▪ formulating time-lined commercialisation plans ▪ helping academic inventors to identify and secure development funding of typically up to £2 million for individual IP projects. ▪ working with the central TTO on licensing and/or spin-out company formation as appropriate 	40%
4	<p>Liaison</p> <ul style="list-style-type: none"> ▪ Act as external engagement lead for the FoS Innovation Hub in order to raise the profile of the University for invention and innovation, leading to and supporting industry partnerships, and further investment in our technologies and research base. 	5.5%
5.	<p>Continuous improvement</p> <ul style="list-style-type: none"> ▪ Keep abreast of current and emerging developments in the field, in both the higher education sector, in industry and in the investment community, which may be used to enhance the service provision and efficiency of delivery. ▪ Ensuring the service is meeting the changing needs of the University and evolves in line with the external landscape. 	5%
6.	Support the University's spin-out company portfolio through board level appointments in companies as appropriate	5%
7.	Management of critical and urgent issues that may have significant impact on the service	2.5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Proven people and change management skills. ▪ Proven advanced analytical and problem-solving capability. ▪ Operational planning, management, and business process skills. ▪ Outstanding interpersonal skills including people and negotiating, influencing and relationship building ▪ Demonstrable business acumen ▪ Ability to make decisions under pressure ▪ Highly self-motivated 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Highly developed understanding (theory and practice) of the field gained through substantial experience in IP development and licensing ▪ Experience of working with and influencing senior management. ▪ Experience of developing solutions and contributing to strategic planning ▪ Proven ability to mentor, manage and motivate staff. ▪ Experience of managing challenging people and situations with tact and diplomacy ▪ Experience of developing novel and innovative solutions to IP-related challenges 	<ul style="list-style-type: none"> ▪ In depth awareness and understanding of university activities and objectives
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Educated to degree level in a science-based/engineering discipline 	<ul style="list-style-type: none"> ▪ Relevant Post-graduate qualification



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
Taking ownership	Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
Forward thinking	Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
Professional pride	Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
Always inclusive	Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

