



Job title	Senior Innovation Executive, Faculty of Science Innovation Hub	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Technology Transfer Office, Research and Innovation Directorate	Location	Faculty of Science Innovation Hub - University Park, Jubilee and Sutton Bonington campuses

Purpose of role:

Based within the newly created Faculty of Science (FoS) Innovation Hub, and reporting into the Head of the FoS Innovation Hub, this role will have a strong focus on intellectual property commercialisation, with the aim of becoming an expert practitioner, working in close collaboration with the central Technology Transfer Office.

The FoS Innovation Hub will serve as a focal point for building capacity and culture in enterprise and innovation across the faculty, leading to an increase in KE activity, income and impact. The role holder will be expected to play a pivotal role in liaison between the KE professional service staff within central R&I Directorate and members of the academic community and in ensuring that the opportunities for engagement in KE and the University's support services, policies and procedures around KE, are widely promoted and understood.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	FoS Innovation Hub – support the Head of Innovation for the FoS Hub in establishing the hub as a focal point for information on KE within the faculty, raising the profile of KE, promoting faculty successes and ensuring a close working relationship between faculty KE professional service staff and R&I KE staff.	10
2	Provision of IP-related advice – become familiar with key issues pertaining to the management and commercialisation of IP within an academic context in order to provide advice to members of the academic community on IP-related matters, promoting the importance of IP and technology transfer to the Faculty working in close collaboration with the Technology Transfer Office.	20
3	IP Disclosures – in consultation with the TTO, undertake intellectual property audits in research areas across the faculty with commercial potential. For both audits and <i>ad hoc</i> disclosures, assess the potential through undertaking legal and commercial due diligence, including reviewing prior art (existing IP in the field) and the market potential.	20
4	Formulation of Commercialisation Plans: formulation of robust, time-lined patent prosecution and IP commercialisation plans around new technologies and work in close co-operation with inventors to implement and progress.	20
5	Supporting translational funding bids – assisting inventors to identify and helping to secure translational research funding, including crafting	15

	letters of support, reviewing IP sections of bids and helping to draft commercial sections of bids as appropriate	
6	Impact Acceleration Account (IAA) utilisation – identify opportunities within the Faculty to draw on IAA funds including new Proof of Concept projects, business engagement projects and industrial secondments	15

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Operational management, strategic and business planning skills ▪ High degree of initiative, responsibility and self-motivation ▪ Well-organised thinker and worker, possessing analytical and problem solving skills. ▪ Ability to define priorities and to work flexibly and effectively under pressure to meet demanding and sometimes conflicting deadlines ▪ Excellent inter-personal and communication skills ▪ Excellent presentation skills and a proven ability to communicate complex concepts to a range of audiences. ▪ Ability to handle sensitive and confidential issues and manage conflict effectively 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ A good understanding of the academic research environment ▪ A good understanding of knowledge exchange and IP commercialisation gained in an academic or industry environment and how these relate to innovation and impact. ▪ Demonstrable experience of engaging in technology transfer, or business development in higher education or industry ▪ Financial awareness and a degree of financial management expertise 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Educated to degree level in a science- based discipline 	<ul style="list-style-type: none"> ▪ Relevant Post-graduate qualification

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** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

