

JOB DESCRIPTION

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| Job Title: | Head of Commercialisation and Innovation | Grade: | SG10 |
| Department: | Greenwich Research & Enterprise | Date of Job Evaluation: | March 2018 |
| Role reports to: | Director of Greenwich Research and Enterprise | | |
| Direct Reports | Senior Enterprise Development Managers; KTP manager; Degree Apprenticeships Business Coordinator; Senior Head of Commercial and IP Services. | | |
| Indirect Reports: | None | | |
| Other Key contacts: | Heads, Research Development Services; Faculty Directors of Research and Enterprise; Faculty PVCs; DVC Research and Enterprise; Directors of Professional Services; HR Directorate; Finance Directorate | | |
| This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job. | | | |

PURPOSE OF ROLE:

- The Head of Commercialisation and Innovation is a senior role in GRE and the university. The role-holder will have institution-wide responsibility for developing, leading and managing innovative routes to engagement with- and commercialisation of- our activity across the university that interfaces with industry; developing approaches that will lead to further growth of the university's apprenticeship, research and enterprise activity; increase the scale and impact of those collaborations with business; and forge beneficial, long-term relationships between the university, key business contacts and funders, both in the UK and internationally.
- The role holder will work closely and flexibly with both faculty and central teams to drive the integration of joined-up enterprise development services across the university, to deliver high quality services for academic staff and external clients alike ensuring the creation, capture and reporting of research impact.
- The role holder will also work closely with, and take responsibility for, ensuring the University embraces the apprenticeship agenda, managing the contractual aspects with a range of internal and external stakeholders
- The role will involve leadership and management of a network of faculty-based Enterprise Development Managers and other enterprise and academic staff, and close working with GRE teams involved in providing apprenticeships, innovation and technology support to SMEs in the London and SE England region, to enhance delivery of these projects and boost contacts between SMEs and university staff and students
- The role holder will be expected to take ownership of, and lead on the aspects of the University's Research and Enterprise Strategy that fall within the role's remit
- Responsibilities will also include regular strategic level networking and influencing amongst key regional employers, business groups, and public-private partnerships, to raise the profile and awareness of the university so championing the contribution we make within the region we serve

KEY ACCOUNTABILITIES:**Team Specific:**

- To provide overall leadership and operational management of the Enterprise Development Services team, contributing to the delivery of the Research & Enterprise Strategy and ongoing strategy development and ensuring delivery of projects and services
- To ensure that central business development and enterprise services are aligned and integrated with the needs of academics and research groups within Faculties
- To lead and manage a network of Faculty-based Enterprise Development Managers, and ensure that their objectives are integrated with Faculty research and enterprise plans
- Institutional responsibility and leadership for key areas, common processes and central systems relating to enterprise development, in particular apprenticeships, ensuring that these activities are reported across the wider University to enable transparent sharing of information and tracking and management of key contacts
- To lead, with the Head of Research Development Services, in the creation, capture and reporting of research impact, via the Impact Framework Manager and set of supporting tools that will allow university researchers to fully articulate the benefits and impact of their research to different audiences and support REF submissions
- To work closely with the Head of Research Services, and the Head of Commercial and IP Services, provide a fully joined up service of bid and contract support for academics and enterprise staff in Faculties
- To draft, submit and deliver the University's HEIF strategy ensuring it is in line with the University's Research and Enterprise strategy
- To build strategic relationships with key regional businesses, business support groups and networks, and local enterprise bodies involved in the planning and funding of regional business growth programmes, to ensure that university' contribution to regional business support and growth is recognised in their business plans and strategies
- To lead on the design and delivery of high-quality, client-focussed services, responsive to business' and researchers' needs, which will open up new opportunities for the university to earn income from enterprise projects, or to leverage opportunities for apprenticeships
- Working with Faculty Directors of Research and Enterprise and key colleagues across the university, make a tangible contribution to the development of a vibrant and supportive environment for research and enterprise activity in the University, as measured by growth in income earned from externally funded research grants and contracts, consultancy, CPD, and other enterprise activities
- To work closely with other GRE Heads of Service, and Faculties, to provide a seamless and joined up approach to employers and business clients
- With Directors of Research and Enterprise to identify and lead the development of cross Faculty research and enterprise themes
- To monitor the delivery of objectives and targets under Aim 2 of the R&E Strategy at institutional level

Generic:

- To support the development of bids for funding from external sources, including EU regional funding, to support the delivery of additional enterprise programmes and apprenticeship opportunities
- To participate regularly in business networking meetings, employability events, conferences and other external meetings to promote the University's business-facing

services and act as a champion for the University within the business community

- To lead on university submissions for relevant service quality charter marks and accreditations
- To lead the university's participation in the Higher Education Business and Community Interaction survey (HEBCIS)
- Other reasonable duties as requested by Director of GRE from time to time

Managing Self:

- The role holder is expected to maintain their professional competence through continuous professional development and to ensure that they remain informed of changes in the research landscape and develop research services accordingly
- Develop and maintain positive relationships with a range of stakeholders including but not exclusively, Directors of Professional Services, PVCs, Faculty Directors of Research & Enterprise, Research Group Leads, and external agencies e.g. systems providers, public funders of research
- Ensure sufficient time allocation for undertaking external networking and engagement with other HEIs, professional associations, research funders, to seek out examples of best practice and inform research development services

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible

Additional Requirements:

- To undertake other such duties as may be required by the University Director of Research and Enterprise & DVC (Research & Enterprise) Commensurate with the grade
- Regular travel in London, south-east of England, nationally and occasionally, the EU and internationally will be required

KEY PERFORMANCE INDICATORS:

- Tangible contribution to achievement of Faculty R&E income targets, as evidenced by positive feedback from Faculty, and targets agreed at appraisal for annual increase in revenues and apprenticeships
- Submission of at least one bid per year for external funding for new enterprise programmes or new apprenticeship partner

KEY RELATIONSHIPS (Internal & External):

- N/A

| PERSON SPECIFICATION | |
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| Essential | Desirable |
| <p>Experience</p> <ul style="list-style-type: none"> • Thorough and up-to-date knowledge of current research, enterprise and innovation policies and strategies within the HE sector • Thorough and up-to-date knowledge of regulations and working practise around degree apprenticeships • Demonstrable and relevant high impact business development experience, accustomed to operating in a target-driven environment, to achieve a desired business outcome • Bid writing and development • Experience of implementing CRM systems and protocols to ensure excellent levels of reporting and compliance • Demonstrable experience of strategic relationship building and negotiating with a range of stakeholders within business, public and third sector • Experience of developing business development strategies and plans and techniques to develop new market opportunities <p>Skills</p> <ul style="list-style-type: none"> • Excellent communication, networking, influencing and interpersonal skills • Excellent verbal and written presentation skills • Good IT skills including word processing, spreadsheets and use of spreadsheets & databases • Budget management • High resilience and ability to work under pressure and prioritise work in order to meet deadlines • Ability to manage multiple projects in line with business needs • Ability to communicate effectively and influence at different levels in an organisation | <p>Experience</p> <ul style="list-style-type: none"> • Experience of working within a higher education or innovative business environment • Experience of running a target-led sales or business development team • Leading successful applications for external awarded accreditations and charters covering service quality and standards • Experience of new venture creation and commercialisation <p>Skills</p> <ul style="list-style-type: none"> • Business coaching and mentoring skills |

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| <p>Qualifications</p> <ul style="list-style-type: none"> • Good degree a relevant discipline and/or other equivalent and relevant prior experience <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity | <p>Qualifications</p> <ul style="list-style-type: none"> • Master's level qualification in marketing or a business management discipline <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A |
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