

**Faculty of Creative and Cultural Industries**

**Institute of Industrial Research**

**Business Associate**

**ZZ003643**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed-term for 18 months**

Salary is in the range £29,301 to £32,958 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Business Associate |
| **Grade:** | 6 |
| **Faculty/Centre:** | Creative and Cultural Industries |
| **Department/Service:**  **Location:** | Institute of Industrial Research  South Coast Centre of Excellence |
| **Position Reference No:** | ZZ003643 |
| **Cost Centre:** | 19651 |
| **Responsible to:** | Director of IIR, Innovation Fellow of the CoE and the other Centre Directors |
| **Responsible for:** | None |
| **Effective date of job description:** | November 2016 |

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| **Purpose of Job**: |
| The Business Associate will manage activities within the Centre’s agreed portfolio of deliverables and also manage existing relationships with Satellite Applications Catapult, industry, funding bodies & the partner organisations. To be part of a team to create business opportunities working with the Centre’s Directors that can be converted into successful funded collaborative projects. |

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| **Key Responsibilities:** |
| 1. To be responsible for the initiation, development, submission and coordination of activates on behalf of the Centres Directors ensuring that processes are adhered to. 2. Coordination of prospective and existing stakeholders and partners, including internal and external partners 3. Drive the Centres processes through to completion stage ensuring appropriate coordination of internal resources and support including the necessary paper work is complete. 4. Liaising with Funding organisations to ensure partners are aware of current calls and what is needed to meet the funding criteria 5. Help with the coordination of research and innovation proposals   **Additional expectations of the role holder**  With the guidance of the Centres Directors the role holder is required to plan, prioritise and organise their own workload, regularly reporting the progress of elements of  To communicate with team members and liaise and network with relevant others, contributing to effective working relations  To attend team meetings when required providing relevant and timely information, in order to aid management decision making  To solve problems that may occur during the length of the research project using guidelines or a set of procedures  To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims  To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management  Any other duties as required by the Head of Department and/or the Principle Investigator |

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| **Working Relationships:** |
| Managed by a senior academic or Principal Investigator Director of IIR  Networking with other researchers in the team and with research collaborators across the Faculties and external to the University e.g. other Universities, research organisations and industrialists.  Liaising with research colleagues and support/technical staff on day-to-day issues  Working with and sometime supervising research students/assistants operating in the same department. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes -** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of managing projects | E | AF/S |
|  | Ability to influence & negotiate | E | AF/S |
|  | Experience dealing with stakeholders and partners | E | AF |
|  | Experience working within an academic environment in an administrative or research role | D | AF/S |
|  | Experience of developing funding and partnership proposals | E | AF/S |
|  | Knowledge of national and international programmes or other funding bodies supporting academic-business and community knowledge transfer. | D | AF/S |
|  | An understanding of knowledge transfer activities in Higher Education (HE). | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to predict and solve problems when they occur | E | AF/S |
|  | Ability to plan, organise and prioritise workloads using initiative. | E | AF/S |
|  | Strong communication, influencing and presentation skills. | E | AF/S |
|  | Good report writing skills | E | AF |
|  | Strong project and time management skills. | E | AF/S |
|  | Ability to network with internal and external people maximising on all opportunities to raise awareness of what the Centre has to offer. | E | S |
|  | Ability to identify and conceptualise links between research and teaching and the needs of public, private and third sector organisations. | E | S |
|  | Resourceful with the ability to resolve issues without unnecessary escalation. | E | AF/S |
|  | Competent in the use of IT and communication technologies. | E | AF/S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Undergraduate degree | D | AF |
|  | Post graduate qualification | D | AF/S |
|  | Project Management qualification e.g Prince2 | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to work with minimum supervision | E | AF/S |
|  | Ability to work on own initiative and as part of a team | E | AF/S |
|  | Creative, highly motivated and committed to undertaking research | E | S |
|  | Ability to work to tight deadlines | E | AF/S |
|  | Full clean driving license | D | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | x | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business  (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | David Brown |
| **Date** | 28 Sept 2016 |
| **Extension number** | 4446 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.