



**Faculty of Technology**

**Institute of Cosmology and Gravitation**

# INNOVATIONS PARTNERSHIP SCHEME (IPS) FELLOWSHIP AT THE INSTITUTE OF COSMOLOGY AND GRAVITATION

**Fixed term contract for 4 years**

**10013671**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £37,394 to £45,954 per annum and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37 per week and are usually worked between 8.30 am and 5.15 pm Monday to Thursday and between 8.30 am and 4.15 pm on Friday with one hour and ten minutes for lunch.  As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required.  Specific working hours will be agreed once an appointment has been made.  Overtime is not normally payable but time off in lieu may be given. Staff are likely to be asked to attend on weekends for recruitment activities at certain times of the year.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 August and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Years Day inclusive and there are a further five bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, 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.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website [http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines/filetodownload,91621,en.pdf](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines/filetodownload%2C91621%2Cen.pdf).

There is a comprehensive sickness and maternity benefits scheme.

It is the University's policy to take up references for candidates called for interview and to ask successful candidates to submit documentary evidence of their qualifications on taking up their appointment.

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.

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.

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:** | IPS Fellowship  |
| **Faculty/Centre:** | Technology |
| **Department/Service:****Location:** | Institute of Cosmology and Gravitation (ICG)Dennis Sciama Building |
| **Grade:** | 8 |
| **Position Reference No:** | 10013671 |
| **Responsible to:** | Professor Bob Nichol |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2014 |

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| **Purpose of Job:** |
| This fellowship is responsible for enhancing the innovation, knowledge exchange, potential arising from activities in research areas of physics (especially astrophysics) relevant to the research domains of STFC, SEPnet and ICG. The IPS fellow will develop knowledge exchange activities with industrial funders across SEPnet with a view to increasing the volume, depth and impact of the research.Key roles of the follow include:* To audit the breadth, depth and readiness of commercialization of STFC research at Portsmouth and other SEPnet universities, including assessment of present levels of engagement with researchers,
* Identify companies (of all sizes) and clarify the business needs and knowledge exchange concepts that may be addressed by ICG, Portsmouth and SEPnet research,
* Provide support and mentorship to increase the level of engagement (of all types) across SEPnet with a focus on the quality of interactions.

The IPS fellow will be based in the ICG Portsmouth but interact with many stakeholders across the University of Portsmouth, STFC and SEPnet, and work in collaboration with Prof. Averil McDonald (SEPnet) and Professor Seb Oliver (University of Sussex), and other IPS fellows in the region. The fellow will be expected to work independently and show a high level of motivation and entrepreneurialism. This is not a traditional academic research fellowship. This fellowship is jointly sponsored by the Science and Technology Facilities Council (STFC), as part of their Innovations Partnership Scheme (IPS; http://www.stfc.ac.uk/712.aspx), and the South-East Physics Network (SEPnet; www.sepnet.ac.uk); in collaboration with the Faculty of Technology and Research and Innovation Service at the University of Portsmouth. |

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| **Key Responsibilities:** |
| **Research Engagement:*** Meet regularly with researchers in the Physics and Astronomy departments of the stakeholder institutes (Portsmouth, Sussex and 7 other SEPNET departments) who are working in the STFC research fields to discuss the potential of their research for innovation and knowledge exchange,
* Build and maintain a list of potential commercialization, innovation or knowledge exchange projects. Recording e.g. the stakeholders, the readiness level, the actions required to progress.
* Organise events to raise the awareness of academics and increase their capability and capacity to engage with the commercial, political, professional, entrepreneurial, innovation and knowledge exchange agenda,
* Promote and participate in relevant events organised by external parties, e.g. STFC, IoP, SEPnet, etc.

**Business Relationship Development and Management:*** Develop, manage and maintain client relationships with around 25 relevant SMEs or larger companies,
* Maintain a record of the relevant existing and new business relations into a business relationship management system, recording e.g. interests and expertise of the parties and the nature of the relation,
* With careful regard to the IP of the stakeholders, consider where relationships could be profitably shared between researchers within, and between departments, seeking professional or legal advice where appropriate,
* Initiate, develop and maintain relationships with external bodies such as Research Councils, Charities, BIS, industry bodies, KTNs, EU, trade associations, and Local Enterprise Partnerships (LEPs),
* Work with STFC, external agencies and local KE professionals to seek out new contacts in businesses whose interests are likely to match with researchers’ skills,
* Engage in a dialogue and build relationships with new and existing business contacts to identify and stimulate potential overlap between business needs and researchers’ research skills and interests
* Understand the issues faced by regional companies in accessing our research and identifying where our technology or expertise could benefit their business,
* Support senior executives in companies in the development of their internal business cases to justify investment in activity with the universities,
* Provide a first-point-of contact for companies interested in engaging with our research.

**Developing Innovation and Knowledge Exchange Projects:*** Undertake targeted brokering activities to enable new projects in areas of identified overlap. This might include arranging face-to-face meetings, focused workshops, hacking events etc., depending on the nature of the area of overlap,
* Undertake generic brokering activities to identify new opportunities (this might include web marketing, open workshops, marketing events, etc.),
* Undertake market assessments, organise proof of concept project and oversee partnership development or secondment arrangements,
* Lead in the assembly of collaborative research/development proposals involving industry and SEPnet partners,
* Support the development of KE and/or commercialisation projects, including monitoring, trouble-shooting, signposting to other support.

**Reporting and Summarising to Stakeholders:*** Provide written and verbal reports to line managers in relation to activities undertaken on agreed Research and KE projects,
* Discuss and agree appropriate priorities to satisfy all stakeholders,
* Provide case study materials to demonstrate the success of the knowledge exchange activities for stakeholders.

**Building and Developing Support Structures:*** Identify and signpost existing support structures for innovation and knowledge exchange at each institute for the benefit of local researchers,
* Identify best practice across the SEPnet partners and work with SEPnet impact lead and local teams to share this best practice and thus enhance the existing local Emethods and support to increase the commercialization capability.

**General Responsibilities:*** To participate in the general activities of the ICG, interacting with students, visitors and staff, including seminars and discussion meetings if appropriate and relevant,
* To promote the standing of the ICG where possible and appropriate,
* To assist at a limited level, when called upon, in the administration, management and teaching (e.g. helping in preparing specialist lectures) of the ICG and stakeholders.
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| **Working Relationships (key individuals the job holder would be working with):** |
| ICG Directors (especially Prof. Bob Nichol)Alistair McDermott (RIS Director at the University of Portsmouth)Averil McDonald (SEPnet)SEPnet Employer Engagement OfficersProf. Seb Oliver (University of Sussex)SEPNet researchers (especially ICG Portsmouth)Other IPS fellowsLocal companies and academics |

**PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience in a management role and/or technology consulting / industrial / commercial environment with senior level interactions with client organisations, ideally SMEs | E | AF, S, R |
|  | A proven record of undertaking business development with clearly identifiable contributions to influencing the commercial success of activity. | E | AF, S, R |
|  | Understanding of the higher education research environment, its research functions and markets. Understanding of academic research and knowledge exchange practices, funding streams and motivations. | E | AF, S, R |
|  | Experience in an STFC related area | D | AF, S, R |
|  | Experience of working in a higher education or research management environment preferred | D | AF, S, R |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to analyse business needs and identify business solutions utilising a range of technologies, summarising key points to other people at all levels of seniority | E | AF,S,R, P |
|  | Skills and experience in project management | E | AF,S,R, P |
|  | Ability to summarise complex issues/concepts and present them appropriately for a range of audiences | E | AF, S, P |
|  | Excellent client relationship management and interpersonal skills and an ability to work closely with other people at all levels of seniority, both within and outside of the Universities. | E | AF,S,R, P |
|  | Ability to plan, manage and prioritise own workload, respond to changing priorities and deliver innovative solutions to deadlines maintaining a consistently high standardof service and meeting client needs | E | AF,S, R, P |
|  | Ability to work effectively as part of a multi-functional team across partner organisations | E | AF,S, R, P |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Graduate qualification in Physics, Astronomy or closely related area  | E | AF,S, R |
|  | Post-graduate degree (Masters and/or PhD) in in Physics, Astronomy or closely related area | D | AF,S, R |
| **4.** | **Other Requirements** |  |  |
|  | Excellent oral, written and presentational communication skills | E | AF,S,R, P |
|  | Able to work in team | E | AF,S,R |
|  | Willing to meet deadlines | E | AF,S,R |
|  | Willing to travel within the UK  | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation, R=Reference letters

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered by the applicant.** |
| International travel  | √ | Ionising radiation  |  |
| Manual Handling  |  | Asbestos, Lead |  |
| Human tissue/body fluids EPP Worker (Exposure Prone Procedures) |  | Driving on University business Mini-bus, Van, bus, forklift truck | √ |
| Genetically modified Organisms  |  | Food Handling  |  |
| Noise > 80 DbA  |  | Substances to which COSHH applies |  |
| Skin irritants/sensitisors  |  | Small print /colour coding (electrical)  |  |
| Night Dutybetween 2200 hrs and 0600 hrs |  | Working at heights / with drains / in confined spaces |  |
| Display Screen Equipment  | √ | Access to children  |  |
| Repetitive tasks  | Stress (workplace/workload demands, changes within dept etc) |  |
| Other (please specify)  |
| Please give details of any of the above as necessary:Significant regional, national and possible international travel representing the key stakeholders (STFC, SEPnet, ICG) and visiting local companies and enterprises. Therefore, candidate should possess a clean driving license and preferably have their own transport. |

**Line Manager/Supervisor to sign below:**

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| **Signed** | Professor Bob Nichol |
| **Name (block capitals)** | ICG Director |
| **Date** | November 2014 |
| **Extension number** | 3117 |