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**Faculty of Science and Health**

**School of Biological Sciences – Centre for Enzyme Innovation (CEI)**

**Innovation Fellow**

**ZZ005315**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £40,322 - £49,553 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.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October 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 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.

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>

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.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

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) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Innovation Fellow |
| **Grade:** | 8 |
| **Faculty/Centre:** | Faculty of Science and Health |
| **Department/Service:**  **Location:** | School of Biological Sciences - Centre for Enzyme Innovation (CEI) – King Henry Building |
| **Position Reference No:** | ZZ005315 |
| **Responsible to:** | CEI Director/Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | December 2019 |

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| **Purpose of Job:** |
| The Centre for Enzyme Innovation brings together a distinct combination of world-leading expertise, strategic partnerships, profile and patented technologies to drive growth in enzyme research and innovation to address global challenges, such as biofuel production, plastic waste degradation and unlocking natural chemical resources. The CEI has significant potential to deliver societal, economic and environmental impact through translation and adoption of its scientific discoveries, in partnership with industrial and government organisations, nationally and internationally.  The Innovation Fellow will be a knowledge exchange professional, whose role is to support innovation and impact from the CEI research outputs.  Embedded within the CEI, and as an associate member of the Business Engagement and Commercialisation Team in the University’s Research and Innovation Services Department, the Innovation Fellow will contribute to developing and implementing a strategy to deliver the wider benefits of the CEI. The Innovation Fellow will promote and deliver innovation opportunities by facilitating the transfer of technologies, skills and knowledge to industry and other end-users. The Innovation Fellow will also develop and implement strategies to enhance the capacity and capability for knowledge exchange and innovation within the CEI.  Areas of value return for this role include:   * Income from research and innovation projects associated with knowledge exchange and commercialisation * National and international partnerships with businesses, funders and investors * Progression of technologies towards higher TRLs (commercialisation) * Knowledge exchange through mobility of staff and students * Increased numbers of companies using the knowledge base of the CEI * Greater grant success through credible Pathways to Impact * Incentivised and motivated staff |

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| **Key Responsibilities:** |
| 1. Working with the CEI Director and Management Group, to develop an external -partner engagement strategy for the CEI and to lead on implementation of its delivery, through planning and management of CEI research translation, impact and commercialisation activities. 2. Develop a deep understanding of the research and innovation (R&I) landscape of the CEI and use this to identify and build relationships with new and existing non-academic collaborators and partners. 3. Conduct and communicate regular horizon-scanning for new opportunities to support collaborative and translational funding of CEI R&I priority areas. 4. Source new opportunities, develop new links, and cultivate relationships with non-academic partners of the CEI in areas such as collaborative projects, contract development and knowledge-sharing activities. 5. Develop grant applications, bids and business cases to secure other funding in support of knowledge transfer/exchange mechanisms and opportunities, as applicable to the CEI’s technology transfer and collaborative R&I portfolio. 6. Support the progression of commercially viable IP-based projects towards full commercialisation. 7. Proactively develop and maintain strong relationships with funders, end-users and other stakeholder groups. 8. Aligned to the CEI’s external-partner engagement strategy, develop and deliver a programme to support effective knowledge exchange and impact acceleration activities with external organisations e.g. business, policy-makers and third sector organisations. 9. Organise, promote and deliver internal seminars and events to enhance the capacity and capability for knowledge exchange and innovation of CEI staff and students. 10. Manage the CEI’s portfolio of placements and secondments, brokering the relationship between the host and partner organisations. 11. Support the development of Impact Case Studies arising from CEI research, through identifying and supporting research output exploitation channels and collating impact evidence data 12. Provide ongoing project management and client support to CEI innovation projects, trouble-shooting and signposting as required. 13. Develop appropriate metrics and reporting mechanisms to gather the information that will form the basis for reports and/or communication to the CEI’s stakeholders, including the Faculty Research and Innovation Committee and the Advisory Group. 14. Prepare written material, for example, reports for senior managers, case studies, progress reports and marketing collateral. 15. Play a strong influencing and advocacy role, ensuring effective communication and coordination between members of the CEI internal stakeholders (e.g. Head of School, Associate Deans, Finance, Marketing and Communications and members of Research & Innovation Services).   **Note**  Whilst the post does not immediately have line management responsibilities, it is expected that line management will become part of the role as the innovation and knowledge exchange activity in the Centre expands.  **Additional expectations of the role holder:**   1. To communicate with team members and liaise and network with relevant others, to ensure effective working relations. 2. To solve problems that occur applying knowledge of subject area. 3. To provide information, appropriate to the role, to relevant stakeholders. 4. To participate in and contribute to a performance & development review (PDR), ensuring that work is produced is in line with the CEI/School/Faculty/University aims. 5. 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. 6. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 7. Any other duties commensurate with grade as required by the line manager. |

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| **Working Relationships:** |
| **Internal**:   * Director and Deputy Director of the CEI * Academic and research staff * Faculty management, esp.: Associate Deans, Heads and Associate Heads of Departments (Research and Innovation), Faculty Manager and Finance team * Deputy Director (Commercialisation & External Partnerships), Commercialisation Manager and Collaboration Managers Team, Research and Innovation Services * Theme Directors and Research Development Officers * Other central service department staff, e.g. HR, Finance, Marketing   **External**:   * CEI Advisory Group * UKRI and other funding organisations representatives * Business, policy-makers and third sector organisations * Investors * Sector specialists * External collaborative partners * Academic staff from other universities * Research and Innovation staff from other universities * Commercial contacts |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Understanding of the current position and future direction the HE sector with regards to research and innovation funding. | E | AF, S |
|  | Experience in a role supporting the transfer of technologies, skills and knowledge between academia and industry in a relevant sector | E | AF, S |
|  | A proven record of undertaking business development with clearly identifiable contributions to influencing the commercial success of activity. | E | AF, S |
|  | Experience of writing successful funding applications. | E | AF, S |
|  | Understanding of the benefits of research and knowledge exchange to commercial organisations | E | AF, S |
|  | Proven track record of coaching academic teams to deliver successful IP based commercialisation activity | E | AF, S |
|  | Understanding of the commercial sector | E | AF, S |
|  | Knowledge of financial procedures relating to external funding. | E | AF, S |
|  | Understanding of academic process and culture | D | AF, S |
|  | Administrative experience in Higher Education | D | AF, S |
|  | Experience and/or knowledge of relevant research and innovation in the field of biotechnology | D | AF, S |
| **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 |
|  | Highly developed project management, problem solving, coaching, mentoring and skills. | E | AF, S |
|  | Excellent client relationship development and management, with strong interpersonal skills including discretion and the ability to establish and maintain trust | E | AF, S |
|  | Confident in expressing own opinions | E | AF, S |
|  | Ability to interpret, analyse and present information in a clear and concise manner | E | AF, S |
|  | Organisational and time-management skills; able to work to strict deadlines, with good attention to detail. Systematic approach to work and good attention to detail. | E | AF, S |
|  | Ability to work effectively as part of multi-functional teams internally and across partner organisations. | E | AF, S |
|  | Ability to design and deliver presentations using appropriate technology and tailored for specific audiences. | E | AF, S |
|  | Report and briefings writing skills | E | AF, S |
|  | Numeracy and budgeting skills | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | Postgraduate degree level or equivalent experience. | E | AF |
|  | PhD | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Willingness to travel throughout the UK and occasionally abroad | E | AF, S |
|  | Customer-focused. | E | AF, S |
|  | Self-motivated, pragmatic and resourceful. | E | AF, S |
|  | Team player | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

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

**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 and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini- bus (over 9 seats), van, bus, forklift truck, drones only) | | 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 (bloc capitals)** | PROF JOHN MCGEEHAN |
| **Date** | 05/12/2019 |
| **Extension number** | 2042 |

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.