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**Support and Professional Services**

**Research and Innovation Services**

**Innovation Centres Director**

**ZZ004167**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £58,655 to £69,055 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.

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 12 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 mustbeyour 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), 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:** | Innovation Centres Director |
| **Grade:** | Grade 10 |
| **Faculty/Centre:** | Centre |
| **Department/Service:**  **Location:** | Research and Innovation Services |
| **Position Reference No:** | ZZ004167 |
| **Cost Centre:** | 48767 |
| **Responsible to:** | Director of Research and Innovation Services |
| **Responsible for:** | Innovation Centre Manager |
| **Effective date of job description:** | July 2017 |

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| **Context of Job:** |
| The University has a distinctive identity that has at the heart of its Mission to "create, share and apply knowledge to make a difference to individuals and society through world-leading research and innovation". Central to this is the commercialisation of its own knowledge and working with innovative entrepreneurs and companies to support their growth.  To deliver this, major investments have been made establishing four businesses innovation and growth facilities, each occupying its own building: Portsmouth Technopole, Innovation Space, Cell Block Studios and the Future Technologies Centre - and underpinned by the extensive business facing support work and partnerships undertaken by our staff.  The Innovation Director will drive major growth and value creation, and create an inspirational and effective innovation ecosystem that has local-to-international impact. |

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| **Purpose of Job:** |
| To lead and develop the Innovation Centres and their staff to create a coherent offer to business, academic and student communities. To take responsibility for leading on the implementation of the University’s emerging Innovation Centres Strategy, ensuring that the activity delivers added value to the University. To provide business advice and mentoring support to businesses located within the centres to support economic growth in the city and wider region, and to work with others to ensure a coherent approach to supporting entrepreneurial activity for students, graduates, staff and businesses is achieved. |

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| **Key Responsibilities:** |
| **Strategic**   1. Provide leadership and strategic insight to develop strategies and delivery plans for each of the centres, with an accompanying overarching equivalent for all the centres as a joined-up coherent vehicle. 2. To be responsible for delivering and developing the University’s Innovation Centres Strategy. 3. Provide leadership, within your area of expertise, both within the University and externally on activities and approaches required to ensure the University secures maximum impact from its investment in Innovation Centres. 4. Work closely with the Research and Innovation Services' Deputy Director (Commercialisation and External Partnerships) to identify and support opportunities for the commercialisation of suitable research. 5. Identify, design and implement mechanisms that will ensure businesses located within the centres maximise their potential engagement with the University. 6. Work closely with the University’s groups that provide strategic leadership and oversight to the four innovation centres.   **Identify and Develop High-Growth Potential Areas**   1. Working with the faculties, review University and partners' innovation strengths in light of target growth sectors, to identify opportunities and feed into planning and implementation of new initiatives. 2. Build businesses and innovation activity that align with the University’s research strengths and capabilities in relation to potential competitors or collaborators.   **Relationships and Partnerships**   1. Build strong relationships and partnerships with, and foster partnerships between, businesses and the University in key high-growth innovation-rich sectors. 2. Ensure that the four University of Portsmouth owned innovation centres are well networked into, and influential within, appropriate business sectors. Create a cohesive and coherent business innovation and growth ecosystem for the centres' community. 3. Ensure businesses are able to easily identify the right University staff and facilities in both innovation and pure research contexts. 4. Foster new collaborations and partnerships between academics, entrepreneurs and businesses by designing and hosting events such as research sandpits, hack days, open innovation workshops etc. and providing support for other innovation development activities. 5. Across the four centres create a common and valuable sense of identity and community.   **Innovation and Growth Mentoring**   1. Act as a business innovation and growth mentor. Provide early-to-mid stage business growth advice to tenant businesses, and University staff and students. 2. As part of the business innovation and growth remit, engage with the University's nest team to identify and agree areas of support and collaboration with our student support programme and community. Provide support for student entrepreneurs outside of the nest programme.   **Opportunities**   1. Proactively identify and create new opportunities to create further value - demonstrating innovative ways of achieving this. 2. Develop and manage relationships with innovation and early-stage business funders, providing intelligence on the investment landscape. 3. Contribute where appropriate to proposals by drafting non-technical content and ensure it conforms to the evaluation criteria of the funding agency.   **Operational**   1. Ensure delivery on agreed performance targets (financial and operational). 2. Be responsible for financial, marketing and communications and overall operational delivery of the four centres. 3. Provide leadership, line-management and mentoring for staff as required   The above list of duties is not exhaustive. The post-holder may be required to undertake others duties within the scope and grading of the post. |

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| **Working Relationships:** |
| Internal:  Director of Research and Innovation Services  Deputy Director (Commercialisation and External Partnerships)  Research and Innovation Colleagues  Academic Staff  Associate Deans in Innovation and Enterprise  Innovation Centres Staff  Enterprise Leads in the Faculties  Student and Graduate Enterprise Team (nest)  External:  Oxford Innovation  Business Support Providers and Networks  Portsmouth City Council Economic Development Team  University of Southampton Science Park  Other University and Research Organisation Innovation Centre Directors (eg SetSquared)  External providers of finance |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of provision of business support, advice and mentoring of early stage commercial entities | E | S |
|  | An understanding of the university business incubator environment achieved through working within this sector | E | S |
|  | A successful track record of supporting early stage businesses to grow. | E | S |
|  | Experience of developing and delivering new institutional strategies | E | S |
|  | Entrepreneurial, financial or consulting experience | E | S |
|  | Experience of knowledge exchange and commercialisation within a university context | E | S |
|  | Experience of working with spin-out companies from within universities | D | S |
| **2.** | **Skills & Abilities** |  |  |
|  | Strong team player, with the ability to influence and engender respect across a wide range of stakeholders | E | S |
|  | Highly developed analytical skills, and commercial acumen | E | S |
|  | Proven ability to lead and manage teams | E | S |
|  | Excellent business planning skills | E | S |
|  | Ability to develop and deliver institutional strategies | E | S |
|  | Excellent networking skills, with the ability to develop and maintain productive relationships at a strategic level | E | S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Postgraduate Degree (or Equivalent) | E | S |
|  | PhD | D | S |
|  | A relevant professional qualification | D | S |
| **4.** | **Other Requirements** |  |  |
|  | Proactive Self Starter, creative solution finder, entrepreneurial approach | E | S |
|  | Strong work ethic with unquestionable integrity | E | S |
|  | Ability to operate corporately | E | S |
|  | Customer focused | E | S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, 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) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, 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, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 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)** | S. Duckering |
| **Date** | 28 June 2017 |
| **Extension number** | 2977 |

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.