

Candidate Information

Position:	Entrepreneurship Programme Manager
School/Department:	Institute for Global Food Security
Reference:	18/106953
Closing Date:	Wednesday 5 December 2018
Salary:	£40,792 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Tuesday 18 December 2018
Duration:	12 months

JOB PURPOSE:

Reporting to the Project Director, the post holder will be responsible for the design, development and delivery of EIT-Food SPROUT pre-accelerator programme. Working in close collaboration with project partners in AZTI and UW, the post holder will effectively coordinate the programme attracting young would-be entrepreneurs to build successful agri-food ventures across Europe.

MAJOR DUTIES:

1. To shape and contribute to the successful delivery of the EIT Food SPROUT Programme through:
 - a. Specialist programme management support.
 - b. Development of a 'lean startup' oriented programme to support development of validated value propositions;
 - c. Design and deliver a mentoring and training programme;
 - d. Coordination of the pre-accelerator programme in collaboration with EIT Food partners;
 - e. Working with the EIT Food team to design the pre-accelerator programme to best support the cohorts, teams and founders;
 - f. Promotion and recruitment of entrepreneurs who wish to create new start-ups ventures in the agri-food sector;
2. Develop a pre-accelerator program based on 'lean startup' methodology to help develop teams business ideas and model.
3. Provide specialist programme management support to identify and nurture opportunities and best route for successful commercialisation based on the 'lean startup' Model.
4. To design and deliver various workshops/events/webinars, and execute the same with the help of team members and external consultants
5. Support the programme by forging partnerships with other EIT-Food organizations to promote the pre-accelerator, support engagement and secure domain expertise.
6. Drive entrepreneurship in the agri-food sector across Europe
7. Remain up-to-date on the latest international technology trends and developments in the agri-food industry
8. Support the programme develop and agri-tech focused mentor network and work with them to help secure successful ventures
9. Work closely with inventors, entrepreneurs and external consultants to develop validated business models including the assessment and definition of resources and support required to undertake 'customer discovery' activities.
10. Gather business intelligence to support 'customer discovery' activities and the identification of relevant agri-food sector SMEs and Entrepreneurs.
11. To assist teams in developing viable business models and to secure an appropriate level of initial investment along with the necessary resources.
12. Develop web-based community hub to help with the repository of information related to the programme
13. To work closely with the Commercial Development and QUBIS teams to filter and assess opportunities.
14. To directly represent Queen's University within a range of business and government forums, promoting the commercialisation agenda of the University.
15. To directly engage with senior business community (regionally, nationally and internationally).
16. To work with the venture capital and business angel communities to develop investment opportunities.
17. To undertake any other reasonable duties in connection with the post.

Planning and Organising:

1. Plan, develop and manage the strategic direction of domain focused technology transfer in line with the University's Vision and Research and Enterprise objectives and key tasks.
2. Plan, direct and organise the activities of professional and administrative staff within the team.
3. Plan, develop and manage programmes of work which ensure a increased stream of income from technology transfer and the exploitation of University, research, intellectual property and 'know how'.
4. Contribute to overall strategic planning and implementation.

Resource Management Responsibilities:

1. Manage resources/budgets for knowledge exchange where appropriate to ensure maximum value is delivered for resources deployed.
2. Contribute to resource and manage budget planning and day-to-day management of a spin-out/ spin-in company portfolio providing monthly management financial and non-financial reports.
3. Contribute to the financial reporting for commercialisation, the patent portfolio and client relationship management systems
4. Managing the IT and other equipment resources.
5. Manage time and workload on a medium-term basis to support objectives in line with the University's Vision.

Internal and External Relationships:

1. Liaise and network with staff, primarily at management level, across the University on issues related to the work of the directorate and knowledge exchange.
2. Managing key relationships with spin-out companies and organisations in the private sector as 'clients'.
3. Liaison with entrepreneurs, investors and partners in development of spin-out ventures.
4. Promote University's intellectual property and 'know how' at both internal and external meetings/events to ensure that University's interests are appropriately represented and acted upon.
5. Contact with other areas of the University to develop new/improved processes and supporting systems.
6. Interact externally with other tech technology transfer organisations nationally and internationally to collaborate and co-ordinate policy/best practice developments.
7. To work with others within the directorate, especially the Business Alliance and IP and Contracting teams, to ensure a joined up approach to stakeholders, partners and funders.

ESSENTIAL CRITERIA:

1. A degree in a business, legal, science, medical or engineering discipline.
2. At least five years' relevant experience and expertise in the commercialisation of research, Intellectual Property and 'know how'.
3. At least two years' relevant experience in an existing accelerator
4. Demonstrable sound commercial acumen and experience of securing return on investment.
5. Ability to acquire a sound understanding of scientific concepts in order to evaluate their commercial potential.
6. Able to demonstrate a general understanding of the legal issues associated with spinout company formation and IP licensing.
7. Established influencing and negotiation skills.
8. Well-developed analytical skills and ability to analyse complex information to problem solve and/ or inform decision making.
9. Ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
10. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
11. Well-developed planning and organisational capabilities with ability to manage multiple deadlines.
12. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.

DESIRABLE CRITERIA:

1. Research-based postgraduate qualification or degree; or a business or marketing qualification.
2. At least three years' experience in IP licensing or establishing spin-out/spin-in ventures.
3. Experience of identifying suitable sources of funding for early stage businesses.
4. Experience of working at an equivalent level, within a pre-accelerator, commercial or technology transfer environment, coupled with the ability to identify the commercial applications of academic research.
5. Lean or pre-accelerator experience