

Candidate Information

Position:	Entrepreneurial Networks Manager
School/Department:	Commercial Development
Reference:	19/107756
Closing Date:	Friday 30 August 2019
Salary:	£40,792 to £50,132 per annum
Anticipated Interview Date:	Thursday 19 September 2019

JOB PURPOSE:

Reporting to the Head of Spinouts, this newly created post will assist QUBIS and the Commercialisation team achieve their strategic goals by actively building and managing a network of entrepreneurs, angel investors, deal makers, Non-Executive Directors and venture investors.

The post holder will be responsible for the design, development and delivery of a range of strategic initiatives to engage and foster these networks.

MAJOR DUTIES:

1. Contribute to the strategic priorities of the University, particularly in relation to the expansion and diversification of its income base through increased commercialisation of its IP and commercially relevant capabilities, and to the achievement of our Enterprise objectives and key results.
2. Lead on the development of an Entrepreneur Community (both on and off line), and to lead on entrepreneurial team initiatives (including the identification of CEO, NEDs, Chair, investors for companies, and also 'deal makers' for licence opportunities).
3. As part of 2. build and manage strong relationships with relevant investors, entrepreneurs, influential academics and industry figures.
4. To do this they will connect with entrepreneurs within the Entrepreneurial Community with our Commercial Development Business Alliance Managers, and the Qubis Spinout team for relevant projects.
5. Support with the integration of overarching translational and commercialisation programmes.
6. Assistance with spin-out team formation (utilising contacts from networking responsibilities) and operational activity when required.
7. To support the delivery of a Startup Service in support of spin-out team negotiations, that provides a clear support pathway, working with the Spinout Manager.
8. Plan various workshops/events/webinars, and execute the same in collaboration with delivery partners and external consultants.
9. Manage budget for initiatives providing monthly management financial and non-financial reports.
10. To work closely with the Commercial Development, Business Alliance and QUBIS teams to filter and assess opportunities.
11. To directly represent Queen's University within a range of business and government forums, promoting the commercialisation agenda of the University.
12. To undertake any other reasonable duties in connection with the post.
13. Engaging with audience via meetings, phone calls, email, social media or networking events.

Planning and Organising:

1. Plan, develop and manage the strategic direction of research commercialisation in line with the University's Vision, Research and Enterprise's objectives and key tasks, and the QUBIS Business Plan.
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 an increased stream of income from technology transfer and the exploitation of University, research, intellectual property and 'know how'.

4. Participate as a Member of the Research and Enterprise directorate contributing to overall strategic planning and implementation.

Resource Management Responsibilities:

1. Manage resources/budgets where appropriate to ensure maximum value is delivered for resources deployed.
2. Contribute to resource and budget planning within Research and Enterprise directorate and day-to-day management of a spin-out company portfolio.
3. Contribute to the financial reporting for commercialisation, the patent portfolio and client relationship management systems.
4. 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 research commercialisation.
2. Managing key relationships with spin-out companies and organisations in the private sector as 'clients'.
3. Liaison with entrepreneurs, investors and partners to develop a pipeline of spin-out opportunities.
4. Promote University's intellectual property and 'know how' at both internal and external meetings/events to ensure that the University's interests are appropriately represented and acted upon.
5. Interact externally with other tech technology transfer organisations nationally and internationally to collaborate and co-ordinate policy/best practice developments.
6. To work with others within the directorate, especially the Business Alliance, Contracting and KTP teams, to ensure a joined up approach to stakeholders, partners and funders.

ESSENTIAL CRITERIA:

1. Honours degree or equivalent in any subject.
2. Minimum 4 years of relevant experience in a commercial environment.
3. Experience of successfully developing and managing networks, partnerships and alliances, of individuals and entities particularly within business, universities, research institutions, and government departments or agencies.
4. Strong commercial awareness.
5. Excellent communication skills.
6. Established influencing and negotiation skills.
7. Excellent analytical skills and ability to analyse complex information to problem solve and/ or inform decision making.
8. Demonstrate creative thinking and innovation with an ability to convey the complex in a simple and meaningful manner.
9. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
10. Well-developed planning and organisational capabilities with ability to manage multiple deadlines.
11. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.

DESIRABLE CRITERIA:

1. Postgraduate qualification or degree; or a business or marketing qualification.
2. Able to demonstrate an understanding of or knowledge within an existing pre-accelerator environment.
3. Takes ownership for and delivers results.
4. Strong stakeholder management; the ability to manage a range of stakeholders both internally and externally, and the resilience to challenge them.