

## Candidate Information

<b>Position:</b>	CASE Project and Commercialisation Manager
<b>School/Department:</b>	Chemistry and Chemical Engineering
<b>Reference:</b>	19/107934
<b>Closing Date:</b>	Monday 2 December 2019
<b>Salary:</b>	£33,797 to £40,322 per annum.
<b>Anticipated Interview Date:</b>	Monday 16 December 2019
<b>Duration:</b>	From 1 February 2020 until 30 September 2023.

### Job Purpose:

The Centre for Advanced Sustainable Energy (CASE) is an industry driven collaborative research centre funded under the Invest NI Competence Centre Programme. The Project & Commercialisation Manager will support the CASE Director with the long term vision for industry led sustainable energy research outputs and maximising those outputs in the Northern Ireland economy. The role is in a professional advisory capacity to CASE and encompasses specialist project management, routes to commercialisation, support with leveraged funding and securing the long term future of industry led sustainable energy research in Northern Ireland.

### Major Duties:

#### Commercialisation

1. Work with the institutions commercialisation teams to develop CASE specific protocol for commercialisation pathways.
2. Support the CASE Project leads (academic and industrial) in the preparation of background IP inventories at the time of development of the Collaboration Agreements and keep track of IP as it is developed during CASE R&D projects.
3. Support CASE project teams in the preparation of invention disclosure forms and in engagement with the host University commercialisation teams.
4. Develop a CASE wide IP inventory.
5. Support CASE in compliance with State Aid around Intellectual Property.
6. Create and maintain links to project funders in the public and private sector.
7. Support potential spin outs through all available mechanisms.

#### Leveraged funding

1. Work with the Centre Director to identify bid opportunities for the CASE members.
2. Engage with representatives of Regional, National and International funding organisations regarding CASE's role in supporting industry led research and where appropriate to represent the CASE industrial and academic partnership in helping grant awarding bodies to scope potential calls.
3. Select a number of high value, high impact R&D grants to target for CASE members (industry and academia). Identify potential bid teams and support those teams in making applications for the funding (including bid writing where appropriate).
4. Engage formally with the EU representatives (eg. H2020 contact points) at each of the host institutions (QUB, Ulster and AFBI).
5. Work on opportunities for co-funding with other grant awarding bodies (eg. Innovate UK).

#### Project Management

1. Project & Commercialisation Manager will have oversight of all CASE project activity with direct responsibility for the monitoring and reporting on CASE KPIs and compliance with funder rules. This includes the monitoring of the CASE budget ( currently £5 million over 4 years )
2. The Project & Commercialisation Manager will also conduct detailed analysis for a variety of purposes including identifying commercial outputs during the quarterly monitoring review procedures. The monitoring activity will include liaison with the finance officers at QUB, UU and AFBI in relation to the preparation of quarterly reports and the review / assessment / extraction of relevant information from financial claims.
3. Post project evaluation (PPE) processes (and reporting) will be under the remit of the Project & Commercialisation Manager.

### **Infrastructure bid support**

1. The CASE Board has an aspiration to host CASE activity and future industrial led research and development in a physical space where academic staff and industry representatives can be seconded to a space where latter stage TRL research, demonstration and pilot scale technologies can be advanced. The Project & Commercialisation Manager will have a remit to:
  - a. Provide specialist guidance to the CASE Board in developing these infrastructure plans
  - b. Identify potential sites – new and existing ideas
  - c. Develop a robust business case for the need for the physical infrastructure
  - d. Identify potential funding streams for the infrastructure.

### **Planning and Organising**

1. Plan short-term and long-term activities under the guidance of the CASE Director.
2. Responsible for setting own day-to-day priorities.
3. Ensure that externally imposed deadlines are met in a timely way through appropriate planning.
4. Implement plans for the appropriate monitoring of targets.
5. Responsible for maintaining regular management information reports.

### **Internal and External Relationships**

1. Liaise with other colleagues in QUB, UU and AFBI including academics and research teams, finance, research & enterprise and communications /PR.
2. Liaise with external bodies including, INI, funders, relevant government departments, and other universities to support good working practices.
3. Liaise with industrial partners / CASE membership and the CASE Board.

Other duties may occur from time to time and will be undertaken by the Project & Commercialisation Manager at the discretion of the CASE Director.

### **Essential Criteria:**

1. A degree in a relevant discipline (eg. Engineering or Science).
2. Minimum 3 years' experience in a project management role with evidence of oversight and management of core project resources to include budget monitoring and reporting.
3. Active in a role supporting industry led research and development processes.
3. A thorough understanding of the Higher Education Sector in Northern Ireland and of how academia and industry work together in delivering collaborative r&d projects.
4. Experience of monitoring and maintaining financial information.
5. Experience in sourcing, managing and analysing, high volumes of detailed information, and of interpreting and reporting on this data in a meaningful way for the target audience.
6. Experience of working with highly sensitive information and maintaining a high level of confidentiality.
7. A working knowledge of current higher education policy issues in the UK, particularly in relation to industry led research and specifically how this impacts the commercialisation of IP.
8. High level knowledge of the sustainable energy sector, particularly how it relates to Northern Ireland.
9. Understanding of intellectual property and routes to commercialisation.
10. An understanding of R&D grant funding mechanisms and a proven success in funding applications.
11. Experience of setting and meeting Key Performance Indicators and in reporting on those KPI's to audiences including funders, industry stakeholders and the University.
12. Analytical problem solving ability.
13. Good communication skills both oral and written.
14. Ability to communicate complex information to a wide variety of audiences.
15. Effective in planning, organising and managing own work.
16. Flexibility and ability to work irregular hours on an occasional basis as required.

### **Desirable Criteria:**

1. Higher degree in a relevant discipline.
2. Experience within the Research & Development sector.
3. Experience in management of EU and regionally funded sustainable energy projects.
4. Having worked with Ulster University AFBI and regional colleges in Northern Ireland.

5. Experience of the patenting process as it related to energy / environmental Intellectual Property.
6. Evidence of direct communication to Boards / Senior Executives of organisations and funding bodies.
7. Evidence of working with organisations at an international level - both industrial and academic.