

## Candidate Information

**Position:** Spinout Manager  
**School/Department:** Enterprise Development  
**Reference:** 21/108809  
**Closing Date:** Monday 31 May 2021  
**Salary:** £41,526 - £51,034 per annum  
**Anticipated Interview Date:** Monday 21 June 2021

### JOB PURPOSE:

The Spinout Manager is responsible for maintaining the flow of high quality sustainable spinouts based on technology from within the University research base. The Manager is also responsible for enhancing the growth and value of the existing portfolio companies, generating a financial return to the University and demonstrating the University's economic impact by exiting from portfolio investments at an appropriate opportunity, and emphasising the commercial relevance and value of the University's research base. This activity takes place in the context of the local economy and the University's position within the Russell Group through a proactive promotional campaign to highlight the activity of the portfolio.

### MAJOR DUTIES:

1. To help academic founders to identify, shape and appropriately structure spin-out or spin-in opportunities based around emerging innovative technology generated from, or in collaboration with, the Queen's University research and knowledge base.
2. To work closely with the Commercial Development team to develop, filter and assess the pipeline of new investment opportunities.
3. To help grow the spinout portfolio with a view to creating and demonstrating impact, creating value for the NI economy and creating value and capturing fair return for the University.
4. To assist academic founders in developing viable businesses and to secure an appropriate level of initial investment capital, along with the necessary resources.
5. To assist with early stage product/market fit validation activity.
6. To help grow a community of entrepreneurs from which to source suitable spin-out team members.
7. To appropriately structure share capital tables to incentivise those who will drive shareholder value.
8. To prepare investment proposals for relevant investment committees to support the development and growth of Queen's ventures.
9. Preparation and presentation of those investment proposals, along with investment updates (with specific recommendations for action) to committees as appropriate.
10. As directed by the Head of Spin Outs and Investments, to take nominee Non-Executive Board positions on behalf of QUBIS Ltd to both provide board level advice and guidance and to maximise shareholder value.
11. To contribute to developing the business plan for QUBIS Ltd, in alignment with the expectation of the University.
12. To directly represent Queen's University within a range of local business and government forums, promoting the commercialisation agenda of the University.
13. To directly engage with senior business people (regionally, nationally and internationally).
14. To work with the local venture capital and business angel communities to develop investment opportunities.
15. To maintain a broad knowledge of small company operations, providing relevant advice and guidance as and when required.
16. To keep abreast of current responsibilities and fiduciary duties as Non-Executive Board members.
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 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 for knowledge exchange 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/ spin-in company portfolio.
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. Liaison with academic entrepreneurs, external entrepreneurs, investors and partners in development of spin-out ventures.
2. Liaise and network with staff, primarily at management level, across the University on issues related to the work of the directorate and knowledge exchange.
3. Managing key relationships with spin-out companies and organisations in the private sector as 'clients'.
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 Commercial Development, Business Alliance and IP and Contracting teams, to ensure a joined up approach to stakeholders, partners and funders.

**ESSENTIAL CRITERIA:**

1. \*A degree level qualification and/or a relevant post graduate or professional qualification.
2. \*Substantial relevant experience and expertise in a commercial environment.
3. Established influencing and negotiation skills.
4. Ability to acquire a sound understanding of scientific concepts in order to evaluate their commercial potential.
5. Able to demonstrate a general understanding of the legal issues associated with spinout company formation and IP licensing.
6. Well-developed analytical skills and ability to analyse complex information to problem solve and/ or inform decision making.
7. Ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
8. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
9. Demonstrable sound commercial acumen and experience of securing return on investment.
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. A research-based postgraduate qualification or degree; or a business or marketing qualification.
2. Experience in identifying and securing teams for University spin-out/spin-in ventures
3. Experience of working with Boards at a senior level in a business environment.
4. Experience of identifying suitable sources of funding for early stage businesses.
5. Experience of working at an equivalent level, within a commercial or technology transfer environment, coupled with the ability to identify the commercial applications of academic research.