QUEEN'S UNIVERSITY BELFAST

Candidate Information

Position: Digital Transformation Lead (EntreUnity)
School/Department: Innovation Programmes
Reference: 22/109692
Closing Date: Monday 28 March 2022
Salary: £34,304 - £37,467 per annum
Anticipated Interview Date: Wednesday 6th April 2022
Duration: Available until 31 December 2022

JOB PURPOSE:

Reporting to the Head of Innovation Programmes, the post holder will be responsible for the development and delivery of the EIT EntreUnity Digital Transformation Project.

MAJOR DUTIES:

1. Coordination and Management of the EIT EntreUnity Digital Transformation Work Package in collaboration with consortium partners and the EIT Food Programme Manager:
    a. Working with the EIT Food Programme Manager to implement the EntreUnity Digital Transformation Work Package.
    b. Support the set up or improved processes within Technology Transfer Offices across EU, specifically relating to 'lean start' up training.
    c. Lead and co-ordinate the development of a digital infrastructure framework for such Technology Transfer Offices.
    d. Provide specialist knowledge and findings to the Digital Delivery Partner and support throughout prototype development.
    e. Identifying best practice in Technology Transfer and liaising with key individuals to map TTO workflow and best practice.
    f. Reporting outputs of the prototyping stage to the consortium and service design for Phase 2 of EntreUnity.
2. Support design, testing and implementation of a "Virtual TTO" across organisations in the project team based on Phase 1 outcomes.
3. Analyse research results and provide insights, which the Digital Delivery Partner can use to inform a prototype user-facing digital TTO tool.
4. Responsible for the continued development and refinement of the "Virtual TTO" digital tool taking feedback from users and further enhancing the AI modules as well as adding new features and functions out of the TTO best practice process identified.
5. Manage relationships with the other EntreUnity organisations to promote the learnings and findings both internally and externally.
6. Support raising awareness about the EntreUnity project and its outcomes and facilitate engagement in the network.
7. Manage budget and reporting for the programme including providing monthly and yearly management financial and non-financial reports.
8. Plan for future sustainability of the Digital Framework beyond 2023.

ESSENTIAL CRITERIA:
1. Must hold degree in a business, legal, science, medical or engineering related discipline.
2. Recent relevant experience and expertise in successful knowledge transfer or commercialisation of research, Intellectual Property or 'know how'.
3. Able to demonstrate an understanding of or knowledge TTO or startup environments.
4. Experience of successfully developing and managing partnerships and alliances, particularly with business, universities, research institutions, government departments or agencies.
5. Demonstrable sound commercial acumen.
6. Ability to acquire a sound understanding of scientific concepts in order to evaluate their commercial potential.
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. Experience of budgets and resources and an understanding of financial management procedures.
10. Ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
11. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
12. Well-developed planning and organisational capabilities with ability to manage multiple deadlines.
13. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
14. Ability to work with, and influence, senior management and/or stakeholders.

DESIRABLE CRITERIA:
1. Research-based postgraduate qualification or degree; or a business or marketing qualification.
2. Previous Project Management Experience.
3. Experience in development of digital platforms.
4. Experience of working with or within a university, or a research environment.
5. Experience of working within a pre-accelerator, commercial or technology transfer environment, coupled with the ability to identify the commercial applications of academic research.
6. Lean or pre-accelerator experience.
7. Technical knowledge of and an interest in AI technologies and machine learning.