

## Candidate Information

<b>Position:</b>	Innovation Centre Programme Manager, Research & Enterprise
<b>School/Department:</b>	Innovation Programmes
<b>Reference:</b>	22/110076
<b>Closing Date:</b>	Monday 15 August 2022
<b>Salary:</b>	£42,149 - £51,799 per annum.
<b>Anticipated Interview Date:</b>	Wednesday 31 August 2022
<b>Duration:</b>	36 months

### JOB PURPOSE:

Queen's University Belfast is renowned for its strengths in innovation and commercialisation, ranking 1st as the UK most entrepreneurial university (Octopus Ventures Impact Rankings).

Reporting to the Head of Innovation programmes, this newly created post holder will be responsible for the design, development and delivery of a range of strategic innovation programmes supporting student enterprise.

Working closely with funding stakeholders and delivery partners, the post holder will effectively manage a range of pre-accelerator and innovation programmes based on methodologies including 'lean startup' to assist QUBIS, the Commercialisation team accelerate entrepreneurial thinking and commercialisation amongst Queen's students.

### MAJOR DUTIES:

1. Contribute to the strategic priorities of the University, particularly in relation to the expansion of student enterprise underpinned by our Strategy 2030 objectives and related key outcomes.
2. Contribute to the successful delivery of a range of pre-accelerator and innovation & entrepreneurship programmes in collaboration with the Steering Group, Development and Alumni Relations Office, Directorate of Academic & Student Affairs and external stakeholders including UKRI, Innovate UK, Horizon Europe & Department for the Economy.
3. Working closely with funding stakeholders and delivery partners design, develop and implement pre-accelerator programmes to best support cohorts of undergraduate and graduate teams and founders.
4. Building relationships and working closely with directorate and faculty staff to understand capacity and capabilities, identifying areas that can be developed into new support interventions for students.
5. Promotion and recruitment of young would-be entrepreneurs who wish to commercialise their business ideas.
6. Provision of 'lean startup' oriented programmes to support the development of 'Business Model Canvas' and validated value propositions.
7. Provide specialist programme management support to identify and nurture opportunities and routes for successful commercialisation based on the 'lean startup' Model.
8. Plan various workshops/events/webinars, and execute the same in collaboration with delivery partners and external consultants.
9. Support the various programmes develop a mentor network and work with them to help form successful ventures.
10. Forge partnerships with other organisations to promote the programmes, support engagement and secure domain expertise.
11. 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.
12. Manage budget for programmes providing monthly management financial and non-financial reports.
13. To assist teams in developing viable business models and to secure an appropriate level of initial investment along with the necessary resources.
14. Develop web-based platforms to help with the repository of information related to programmes.
15. To work closely with the Commercialisation team and QUBIS to filter and assess opportunities.

16. To directly represent Queen's University within a range of business and government forums, promoting the Student Enterprise agenda of the University.
17. To directly engage with senior business community (regionally, nationally and internationally).
18. To directly engage with senior business community (regionally, nationally and internationally).
19. To work with the venture capital and business angel communities to develop investment opportunities.
20. To undertake any other reasonable duties in connection with the post.

**ESSENTIAL CRITERIA:**

1. Honours degree or equivalent in any subject.
2. At least three years recent relevant experience and expertise in successful commercialisation of research, Intellectual Property or 'know how'.
3. Able to demonstrate an understanding of or knowledge within an existing pre-accelerator/business accelerator environment.
4. Experience of successfully developing and managing partnerships and alliances, particularly with business, universities, research institutions, government departments or agencies.
5. Strong commercial awareness.
6. Excellent communication skills.
7. Established influencing and negotiation skills.
8. Excellent 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. Postgraduate qualification or degree; or a business or marketing qualification.
2. Experience in IP licensing or establishing spin-out/spin-in ventures.
3. Experience of identifying suitable sources of funding for early stage businesses.
4. Takes ownership for and delivers results.
5. Strong stakeholder management; the ability to manage a range of stakeholders both internally and externally, and the resilience to challenge them.