

Candidate Information

Position:	Chief Operating Officer (QUBIS)
School/Department:	Research and Enterprise
Reference:	23/110877
Closing Date:	Monday 15 May 2023
Salary:	£56,048 - £64,946 per annum
Anticipated Interview Date:	Monday 22 May 2023
Duration:	Permanent

JOB PURPOSE:

The Chief Operating Officer (COO) is responsible for ensuring the operational efficiency of QUBIS and proactively supporting the CEO in the development and execution of the organization's strategic and business plans, aligned with the University's mission statement and objectives. The COO will focus on supporting the CEO in maximizing the commercialization and growth of the QUBIS portfolio spin-outs, license portfolio, and start-up and spin-in collaborations, contributing to the economic and social impact on the local and wider economy. In addition, the COO will prioritize inclusivity, sustainability, and ethical practices in line with the University's commitment to Equality, Diversity and Inclusion

The COO plays a crucial role in managing internal and external relationships, overseeing daily operations, improving operating procedures, and coordinating staff retention and recruitment activities. Additionally, the COO will monitor company performance and develop strategies to enhance results while promoting the University's reputation as a leading entrepreneurial institution.

MAJOR DUTIES:

1. Collaborate in the development and execution of the QUBIS Business Plan, aligning with the University's mission statement, objectives, and key tasks.
2. Design, implement, and manage systems and processes that support QUBIS's core business of commercializing technology from IP discovery to business growth strategies, fostering economic and social impact.
3. Support the COO to develop medium-term plans which encompasses all aspects of resource management, including finances, estates and workforce planning and development. Assist the CEO with the stabilisation of team turnover, examine progression and remuneration options with the shareholder.
4. Strengthen the governance process and support the Company Secretary in establishing good governance within the company and with the University/Shareholder.
5. Facilitate the integration and operation of core teams within the Research & Enterprise division, working closely with the Commercial Development, IP and Contracting, and Business Alliance teams to ensure a cohesive approach to commercialization across stakeholders, key delivery partners, and funders.
6. Assist the CEO to manage key external relationships with entrepreneurs, investors, and partners in the development of spin-out ventures, fostering collaboration and partnerships that align with the company's objectives.
7. Engage with technology transfer organizations nationally and internationally to collaborate and coordinate policy/best practice developments, promoting the University's reputation as a leading entrepreneurial institution.
8. Develop and manage KPI reporting for commercialization, patent portfolio, and client relationship management systems, ensuring adherence to the University's ethical responsible investment policy.
9. Oversee the recruitment process to attract top candidates and reduce employee turnover, while prioritizing EDI and sustainability commitments.
10. Establish policies that promote and improve the company's vision and culture, supporting the University's mission and objectives.
11. This job description is designed to be inclusive and flexible, reflecting the diversity of responsibilities and tasks required for the position. As the organization evolves.

ESSENTIAL CRITERIA:

1. *A degree or relevant professional qualification; OR Substantial relevant experience working in a similar role.
2. Significant experience in a senior position in a complex organisation with a proven track record of developing and mobilising an effective team to deliver high-quality, business-focussed support .
3. *Strong stakeholder management experience demonstrating you have worked effectively to deliver results in a complex, environment.
4. *Strong financial acumen, with experience in budgeting, forecasting, and financial reporting.
5. *Excellent leadership skills ability to inspire confidence in this team and to promote the core values that underpin the ethos of the University.
6. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
7. Demonstrable competency of Word/Excel collaborative project management products.
8. Excellent communication skills – ability to communicate effectively with colleagues across the institution as well as with outside agencies and a strong commitment to collaboration and collegiality.
9. Demonstrable ability to build networks.
10. Excellent presentation skills with the ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
11. Excellent analytical skills and strong commercial awareness.
12. Ability to work independently.
13. Ability to identify and evaluate commercial and financial risk, and to take steps to mitigate risks and/ or to drive value.

DESIRABLE CRITERIA:

1. *Postgraduate Business or Professional qualification.
2. *Experience as either Chief Operating Officer or relevant role.
3. *Experience of University commercialisation activities.
4. *Experience of early stage deep-tech investing.
5. Project Management, CRM and database skills.
6. Experience of other business functions such as HR, finance, marketing etc.
7. Takes ownership for and delivers results.
8. Demonstrate creative thinking and innovation with an ability to convey the complex in a simple and meaningful manner.