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| Post Details | | Last Updated: 11/05/2022 | | |
| Faculty/Administrative/Service Department | FHMS Faculty Research & Innovation Office | | | |
| Job Title | Impact Acceleration Account and KE (MRC & PhD/ECR) Manager | | | |
| Job Family | Professional Services | | Job Level | Level 5 |
| Responsible to | Faculty Research & Innovation Manager | | | |
| Responsible for (Staff) | No staff report to this post | | | |
| Job Purpose Statement  The post holder will take responsibility for the success of the:   1. MRC Impact Acceleration Account (IAA) at the University; finding, developing and managing projects suitable for support. They will be responsible for creating awareness of the Refreshed Strategy and research impact for future REF submissions. The post holder will take responsibility for preparing and writing the reports required by the funders and for preparing and writing the business cases for future MRC IAA funding opportunities. 2. IAA Commercialisation Fellowship; support the EPSRC IAA KE Manager to continue building on the programme’s early success with the third 22/23 Cohort in collaboration with the AI Institute and ESRC IAA 3. Post-graduate commercialisation; increase Innovation Strategy’s (IS) effort to provide support for post- graduate commercialisation in collaboration with the Doctoral College (DC), Student Enterprise (SE) and Surrey Centre for Innovation and Commercialisation (SCIC) *e.g.* the PhD Accelerator 4. Scaling Innovation Workstream; support the Directors of IS to deliver on this workstream | | | | |
| Key Responsibilities | | | | |
| MRC IAA   1. Engage internally with academic researchers to keep up-to-date with research advances, mine existing research, ‘ferret-out’ ideas from on-going research and ensure that knowledge exchange is firmly embedded in future research plans. 2. Generate a pipeline of MRC research with commercial potential and nurture and encourage its development. 3. Work with academic researchers to develop and manage MRC IAA projects to submit to the University’s IAA Board and negotiate suitable commercial agreements, including matched funding and IP provisions with external partners. 4. Where appropriate, advice on and manage funding applications to Innovate UK or other parties, to progress knowledge exchange opportunities. 5. Foster academic-industry linkages through networking with key internal and external stakeholders, (industry, government and third sector), including Innovate UK, Knowledge Transfer Network and the Catapults. 6. Foster a spirit of entrepreneurship and mentor academics, early career researchers and PhD students on impact and research exploitation, and provide support to demonstrating the impact of the IAA. 7. Prepare for the bimonthly MRC IAA Project Board meetings and annual steering committee meetings. 8. Manage the collation and undertake analysis of the project outcomes for the portfolio of MRC IAA projects and write the reports to meet the requirements of the MRC. 9. Prepare for and write the business cases for future MRC IAA funding opportunities.   IAA Commercialisation Fellowship   1. Running the ongoing internal recruitment and marketing process 2. Providing 1-to-1 support to the Comms Fellows before, during and after their fellowships; advice on applications, fostering inter-Faculty linkages through networking with key internal stakeholders, etc. 3. Collating projects from IS’s teams for the fellows to support | | | | |

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| 1. Manage the collation and undertake analysis of the Comms Fellows’ project outcomes for the portfolio of EPSRC IAA projects 2. Co-ordinate activities with and support the IAA KE (EPSRC & STFC) Manager   Post-graduate commercialisation   1. Develop new ideas and initiatives – in collaboration with key stakeholders *e.g.* DC, SE and the SCIC – to engage with PhD students in entrepreneurial activities 2. Manage the collation (with the DC) and undertake analysis of PhD Students’ projects and theses to surface potential intellectual property for IS to support the University’s research commercialisation agenda   N.B. The above list is not exhaustive. |
| All staff are expected to:   * Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. * Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. * Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. * Undertake such other duties within the scope of the post as may be requested by your Manager. * Work supportively with colleagues, operating in a collegiate manner at all times. Help maintain a safe working environment by: * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the University of Surrey Health and Safety Policy. |
| Elements of the Role |
| Planning and Organising   * Success in this role is heavily dependent on building strong, successful relationships both internally and externally with active research staff and nurturing a general commercial and impact awareness across the University, building and maintaining an extensive external network of contacts. * The post holder will be required to quickly assimilate the key technical, commercial and societal advantages of any new technology, utilise a network of contacts to assess the value and potential for its exploitation and creation of impact, and to assist academic staff in obtaining matched or other funding to take the project forward. * For technology identified as having possible commercial (or significant non-commercial) impact, the post holder will assess the opportunity, ensure in collaboration with the Technology Transfer Office that the IP is identified and where necessary protected, and plan the route to market. The post holder will draft heads of terms and negotiate these with counter-parties within a remit agreed with the University. The post holder may be involved in engaging and managing consultants and carrying out or commissioning market research. * The post holder will be required to plan and organise tasks to meet the MRC requirements and deadlines to deliver high quality final reports and business cases for the next round of funding. |
| Problem Solving and Decision Making   * Good analytical, problem solving and decision making skills, and sound political judgement are essential to the role since many issues are not wholly covered by defined policies and procedures; the post holder is expected to resolve the majority of problems or issues faced by identifying key components and applying their extensive knowledge and experience to generate solutions which produce acceptable and timely outcomes. The post holder will refer complex or unprecedented issues to the Head of Technology Transfer or the Associate Dean of Research & Innovation, FHMS, for guidance. * The post holder must be a confident, effective and empathetic communicator so they can work closely with inventors and academics to present technology for entry into suitable markets, where it can be exploited to create Impact to the maximum advantages of the University and inventors. |

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| Continuous Improvement   * The post holder will promote engagement between business and academic communities to pave the way for new collaborations and strategic relationships and will engage people in knowledge exchange between academia and business and will reach out to researchers who wish to develop skills in delivering impact. * The post holder will continuously review and improve the MRC IAA processes and procedures; working with key stakeholders, including the Legal team, to ensure contract templates are kept up to date. | |
| Accountability   * The post holder is expected to consider a range of options and present the best options and solutions for projects to the IAA Project Board for approval. They are expected to ensure that all stakeholders are kept appraised and their recommendations implemented. * The post holder will work with a high degree of autonomy and therefore carries a high level of accountability for the quality and professionalism of the service they provide. However, the post holder is able to refer complex or unprecedented issues to the Head of Technology Transfer, to whom the role reports, for guidance/advice. * The post holder has the freedom to take a pro-active approach to achieve the desired results, provided actions are consistent with good practice and University policy and guidelines. * The post holder will also be expected to liaise with the Principal Investigators for the MRC IAA awards and the Associate Deans Research & Innovation as appropriate. * Supervision of staff is not a feature of the role but the post holder may be required to ensure that contracted staff and consultants engaged fulfil their contractual obligations and will be required to work closely with the Technology Transfer team and the Academic community. | |
| Dimensions of the role   * Although the post holder will need to have significant technical and market knowledge related to engineering and physical sciences, as this will be the primary technology specialty for this role, they will also be required to assume responsibilities for other technologies outside this specialty remit provided that the research has been funded by MRC. The commercial, business and interpersonal aspects of the role are regarded as the most important. * The post holder will also be required to work closely with the IAA Knowledge Exchange Managers for the EPSRC, STFC and ESRC. | |
| Supplementary Information   * The current MRC IAA funding finishes at the end of March 2025 but the University has been awarded an additional £80k that needs to be spent by March 2023. Therefore, the initial focus of the role will be to launch this urgent MRC IAA call. Additionally, the role will develop and deliver new initiatives to engage PhD students in innovation and commercialisation. | |
| Person Specification | |
| Qualifications and Professional Memberships |  |
| Professionally qualified with a relevant degree/postgraduate qualification, plus broad management experience in a similar or related role  OR  Substantial vocational and relevant management experience, demonstrating management ability in an appropriate professional or specialist area, and success in similar or related roles, supported by evidence of significant appropriate knowledge. | E |
| Membership of a wide network of professional interest groups | E |
| Extensive knowledge and experience in Physical Sciences, i.e. first degree level or higher | E |
| PhD in relevant science / engineering subject | D |

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| Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet). | Essential/ Desirable | Level 1-3 |
| Experience in knowledge exchange | E | 3 |
| Experience of writing final reports and business cases | E | 3 |
| Experience of scoping and writing development and commercialisation funding bids | E | 3 |
| Detailed understanding of the Impact Agenda | E | 3 |
| Understanding of business drivers and business plans, particularly SMEs | E | 3 |
| Ability to define and articulate the meaningful impact of a research output | E | 3 |
| Experience of negotiating commercial agreements | E | 3 |
| Ability to undertake market analysis in technology based industries | D | n/a |
| Understanding of IP protection and patenting process | D | n/a |
| Special Requirements: | | Essential/ Desirable |
| Must be prepared to travel and work outside normal hours when required | | E |
| Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade. | | Level 1-3 |
| Communication | | 3 |
| Adaptability / Flexibility | | 3 |
| Customer/Client service and support | | 3 |
| Planning and Organising | | 3 |
| Continuous Improvement | | 2 |
| Problem Solving and Decision Making Skills | | 3 |
| Managing and Developing Performance | | 1 |
| Creative and Analytical Thinking | | 3 |
| Influencing, Persuasion and Negotiation Skills | | 3 |
| Strategic Thinking & Leadership | | 2 |
| This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.  Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose. | | |
| Organisational/Departmental Information & Key Relationships | | |
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Background Information

The Faculty Research & Innovation Office (FRIO) delivers support across the research lifecycle; it positions professional support services close to academics and PGR’s through both pre and post award support activities. Delivering a streamlined support service thereby driving up research performance is at the heart of what we do. Within the FRIO, this role will work closely with academics and the key stakeholders. Although the role reports to the Faculty Research & Innovation Manager, the post-holder will also work closely with the Associate Dean Research & Innovation FHMS and the Director of Innovation Strategy.

The University of Surrey has a history of successful commercialisation of science and technology research, and the Surrey Research Park is adjacent to the campus.

The University has strong sources of venture funds and an active business angel community. The Technology Transfer Office has access to financial resources and support through IP Group, the University of Surrey Seed Fund (USSF), a network of external funding agencies, entrepreneurs, VCs, and the SETsquared partnership – a collaboration between Universities of Surrey, Southampton, Exeter, Bristol and Bath. The University is an active participant in the region’s agenda for economic growth, with close involvement with the Local Enterprise Partnership as well as the Borough and County Councils.

The Impact Agenda is now a valuable component of the Research Excellence Framework and this role is critical in helping to develop awareness of the Impact Agenda within the University and creating Impact for REF submissions.

The University’s Impact Acceleration Account (IAA) funded by the MRC supports early stage development of MRC funded research as part of a strategic plan to secure next-stage funding from industry, Venture Capital, Innovate UK, or other sources to create economic or societal impact from the research.

The University has a growing relationship with MRC, being one of the ‘managed universities’, and has an excellent reputation for creating impact from EPSRC, STFC and MRC funded research. The current MRC IAA award for 2023- 2025 (£300k) follows successful implementation of the University’s previous EPSRC, STFC and MRC IAA and KTA and success is critical to the University’s relationship with MRC.

The University of Surrey has a current PhD student enrolment of ~1,300. Work is needed to surface the potential IP and latent impact of this knowledge and activity.



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| Department Structure Chart |
| Relationships  It is essential for the post holder to be a member of all networks that may influence the creation of Impact.  Internal   * Academic researchers * Executive Deans * Associate Deans of Research & Innovation * IAA Knowledge Exchange Manager (EPSRC and STFC) * IAA Knowledge Exchange Manager (ESRC) * Director of Innovation Strategy * Technology Transfer colleagues * Impact team * Legal team * Post-Award Finance   External   * UKRI, including MRC and Innovate UK * Knowledge Transfer Network * Catapults * National Physical Laboratory * SETSquared Surrey * SME networks * Senior members of external industrial and commercial partners * Consultants * Market researchers |