

<b>Post Details</b>	
<b>Faculty/Administrative/Service Department</b>	Research and Innovation
<b>Job Title</b>	Managing Director, Innovate Surrey Ltd (ISL)
<b>Job Family</b>	Professional Services
<b>Responsible to</b>	Pro-Vice Chancellor Research and Innovation, and the Board of Innovate Surrey Ltd
<b>Responsible for (Staff)</b>	Innovation management team relating to technology transfer and IP management

**Job Purpose Statement**

The Managing Director of ISL role represents a unique and exciting opportunity to develop and lead the growth of ISL in its mission to maximise the economic and social impact of the University of Surrey's innovation portfolio. The role encompasses managing IP identification, protection, and commercialisation, as well as managing and growing the university seed funds, through collaborations with venture funds and the investment community.

The role sits within the Research, Innovation, and Impact ecosystem, reporting directly to the Pro Vice Chancellor Research and Innovation and has a close working relationship with the Director of Research, Innovation, and Impact, and the Director of Surrey Innovation District, who manage the University's research and innovation service and business and academic engagement at the Surrey Research Park and regional development portfolio.

The role holder will line manage a team including technology transfer and IP management, supporting their development and delivery of key objectives. It is expected that as you develop and grow the portfolio, you will also grow and develop your team.

**Key Responsibilities**

- **Strategic Leadership and Vision** - Develop and execute ISL's strategic plan in alignment with the University of Surrey's mission and values, focusing on inclusivity, inspiration, innovation, and integrity. Provide dynamic leadership to drive ISL towards achieving its strategic objectives, ensuring exceptional value returns, and reinforcing the University's leadership in innovation and research commercialisation.
- **Commercialisation** - Lead on the commercialisation of IP, including management of the license portfolio and supporting license activity, the development of spinouts, spin-ins, start-ups, and scale-ups. Oversee the identification, protection, and commercialisation of intellectual property generated within the University, ensuring strategies are in place for maximising their economic and social impact. Ensure the visibility of the pipeline and that appropriate approvals and procedures are effective and understood by the University community and external parties. Generate income for the University in the form of royalties, licenses, and equity stakes in spin-out companies, drafting and signing Heads of Terms, license agreements and other legal documents such as the Shareholders Agreements for spin-out companies.
- **Collaboration and Partnership** - Facilitate and strengthen collaborations with venture funds, the investment community, businesses, government agencies, and academic networks to support ISL's mission. Build and maintain strong relationships with internal and external stakeholders to enhance ISL's visibility and attract funding and investment opportunities.
- **Governance and Risk Management** - Work closely with the ISL Board to ensure effective governance, strategic oversight, and compliance with relevant regulations and policies.

<p>Implement risk management strategies to effectively mitigate potential risks to ISL and its subsidiaries.</p> <ul style="list-style-type: none"> <li>• <b>Performance Management</b> - Monitor and review the performance of ISL and its subsidiaries against strategic objectives and financial targets. Report regularly to the ISL Board and the University of Surrey's Council on ISL's performance, strategic direction, and financial returns. The post holder is expected to operate with a high degree of autonomy, whilst aligning activities within the overall R&amp;I Strategy.</li> </ul>		
<b>Person Specification</b>		
<b>Qualifications and Professional Memberships</b>		
Bachelor's degree in Science, Engineering, or Business Administration, Management, or related field. MBA or advanced degree preferred.		E
<b>Technical Competencies (Experience and Knowledge)</b>	<b>Essential/Desirable</b>	<b>Level 1-3</b>
Experience in a relevant leadership role, preferably with significant investment or university commercialisation experience.	E	3
A strong commitment to our University values of inclusion, integrity, innovation, and inspiration.	E	3
Strong leadership skills and a proven track record of delivering results in a complex, challenging environment.	E	3
Excellent communication and people skills, with the ability to collaborate effectively with stakeholders at all levels of the organisation.	E	3
Strategic thinking and problem-solving skills, with the ability to analyse complex issues and develop creative solutions, while upholding our commitment to innovation.	E	3
Ability to prioritise and manage multiple projects simultaneously while meeting tight deadlines.	E	3
Ability to network and develop business partnerships and attract investments to commercialise early-stage IPs.	E	3
<b>Special Requirements:</b>		<b>Essential/Desirable</b>
Occasional requirement to work outside of standard office hours to support business needs.		E
<b>Core Competencies</b>		<b>Level 1-3</b>
Communication		3
Adaptability / Flexibility		3
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		3
Problem Solving and Decision Making Skills		3
Managing and Developing Performance		3
Creative and Analytical Thinking		3
Influencing, Persuasion and Negotiation Skills		3
Strategic Thinking & Leadership		3

## Background

The University of Surrey has an impressive heritage in finding innovative solutions to challenging real-world problems. From space technology, quantum laser, and automobile design to telecommunications and disease detection, Surrey's research has long been at the cutting edge of some of the UK's most exciting and disruptive innovations. We have big ambitions to grow our innovation ecosystem and we are looking for an experienced, driven, creative, and collaborative leader to direct our newest venture, Innovate Surrey Ltd, driving commercialisation and enterprise activity across the university and taking it to new levels and supporting our ambition to be recognised internationally as a hub for game-changing innovation.

Through the new development of Innovate Surrey Ltd (ISL), this role will steer an ambitious course for innovation at Surrey. It will empower researchers, students, and industry to pursue their innovation journey, consistently enhancing value at every stage. ISL's commitment to excellence will result in outstanding commercial achievements and knowledge sharing, enhancing the University's reputation and stature, while also driving greater financial returns to sustainably support its future growth and initiatives. The four key objectives for ISL are:

- To enhance the University's innovation ecosystem, including industry engagement, commercialisation of intellectual property, development of spinouts, spin-ins, start-ups, and scale-ups
- To maximise funding opportunities for research commercialisation activities including promoting awareness and support to the academic community
- To contribute significantly to the University's research impact and address global challenges through innovation and knowledge exchange
- To uphold and propagate the University's values of inclusion, integrity, innovation, and inspiration through ISL's operations and strategic initiatives

## Specific Duties & Key Relationships

### Specific Duties

- Be the primary point of contact for the board chair, board, and PVC Research and Innovation, and ensure they are well briefed and board papers well prepared.
- Lead the strategic development of ISL, and manage the operations including budgeting, planning, and resource allocation.
- Provide leadership and oversight over the University of Surrey Seed Fund and its growth, Technology Transfer office, and the Surrey Centre for Innovation and Commercialisation. Build later phase support and provide other relevant innovation and commercialisation activity including supporting student enterprise.
- Oversee the development and provision of IP and commercialisation training for researchers.
- Lead and manage special projects and initiatives as assigned by the board.
- Provide oversight, tracking, and monitoring of the financial performance of subsidiaries such as startups or spinoffs, identifying areas for improvement, providing regular reports on performance to the board, and making recommendations for action.
- Provide effective line management of the ISL team, providing an escalation point for the team and being responsible for staff performance.

## **Relationships**

### Internal

- Chief Operating Officer
- Director of HR
- HRBP's
- Directors/Heads of Department
- Centres of Excellence of the HR Department
- HR Systems - for management information, systems and processes
- Marketing & Communications
- Finance Partners
- Employment lawyer

### External

- Peers in equivalent universities to share and acquire understanding of business area.
- CIPD, ACAS, UCEA and UHR – for professional HR networks and advice.

### **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.