

Post Details		Last Updated: 26/06/24	
Faculty/Administrative/Service Department	Research, Impact & Innovation (RII)		
Job Title	iTEK Senior Project Officer		
Job Family	Professional	Job Level	4
Responsible to	Student Enterprise Manager		
Responsible for (Staff)	N/A		

Job Purpose Statement

The Student Enterprise team promote, deliver, and enhance student enterprise activity at the University of Surrey, providing all students with the opportunity to develop the skills, capabilities, mind-sets, and knowledge to become more intrapreneurial and entrepreneurial. The successful delivery of the activities leads to greater opportunity for student generated business start-ups, improved employability for students, and enriched student experience.

iTEK is an innovative intrapreneurial Knowledge Exchange placement programme at the University of Surrey, funded by the ERA Foundation. The programme will support the next generation of UK engineers and encourage entrepreneurship, innovation and technical excellence in UK graduates and SMEs. iTEK is embedded into MSc modules, starting with our popular MSc in Artificial Intelligence. iTEK enables students to work on industry-directed problems, in small teams. Through this, they apply their academic knowledge, develop business model solutions, and build market awareness, enhancing their skills as intrapreneurs and future employees.

The main purpose of this role is to project manage the iTEK programme:

- Promoting the new intrapreneurial pathway to students; attracting, recruiting and supporting 80 students through the iTEK programme.
- Proactively identifying SMEs to provide innovation challenges, building relationships, scoping Knowledge Exchange projects, and supporting project execution with at least 18 SMEs.

Key Responsibilities

1. Promote iTEK within the University, aiming to recruit a target of 80 students. Identify, recruit, and manage relationships with interested student candidates and academic partners.
2. Promote the business opportunity across the University Innovation Ecosystem to attract at least 18 companies with strong innovation challenges that fit the remit of iTEK and then, with approval of the Student Enterprise Manager, select, engage with and relationship manage the companies.
3. Help companies create a project brief which fits the iTEK objectives and matches up with the embedded course modules.
4. Support students during their iTEK training and assist in creating their profiles to ensure the best match with company challenges. Once students are matched and placed, support them throughout their company project, managing the relationships between the business and the students.
5. Project manage the iTEK portfolio, including controlling the programme documentation, finance, contracts, and administrative process requirements and contribute to the iTEK online tool/website content with an intrapreneurial focus, providing regular project reports to the Student Enterprise Manager. Successfully measure the impact and legacy of the iTEK programme, including its influence on other universities and the long-term career outcomes for participating students.
6. Collaborate with the training provider to ensure iTEK courses run smoothly. Work alongside the Student Enterprise Manager, the training provider, and faculties to further develop the intrapreneurial training program. Embed iTEK into further Masters modules, design the content, recruit businesses, and create a sustainable programme.
7. Engage with wider teams across RII, Doctoral College, Advancement, and the faculties to facilitate wider support and further opportunities for KE with the students and companies in the programme. Collaborate with other institutions to promote intrapreneurial programmes and prepare comprehensive reports that demonstrate the success and sustainability of iTEK.

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

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- To work with Student Enterprise Manager to prioritise workloads and plan engagement in iTEK.
- To identify opportunities and embed iTEK into more FEPS masters modules across the University.
- To identify opportunities to fund iTEK beyond end July 2025.
- To provide advice and guidance to students, academics, and businesses throughout the iTEK process.

Problem Solving and Decision Making

- To engage with SMEs to support the preparation of their innovation challenge project and their acceptance onto the programme.
- To support students to solve any problems in engaging with the iTEK programme or meeting the project objectives.

Continuous Improvement

- The post holder will be expected to use their experience and knowledge to develop the programme, benchmarking against peer organisations in the HEI sector.
- The post holder will ensure Student and business engagement are continuously monitored and will identify and implement potential improvements to the iTEK programme in agreement with their manager.
- They will support a collaborative approach to student enterprise and developing initiatives that span across departmental and Faculty boundaries.

Accountability

- The post holder will be responsible for ensuring that there is a contact point for all academics, businesses, and students on the iTEK programme to offer support and ensure enquires are addressed.
- To take responsibility for communicating through the University channels and faculty networks to raise awareness within the academic and student community for the programme.

Dimensions of the role

- To capture, record, report and share data about student numbers and company numbers on iTEK and provide relevant reporting returns internally and externally to the funder.
- Recruit a target of at least 80 students and 18 companies.
- To undertake other duties of a similar nature as reasonably required by your line manager.

Supplementary Information

- There may be the requirement for UK travel – particularly to other programme partner locations and SME offices.

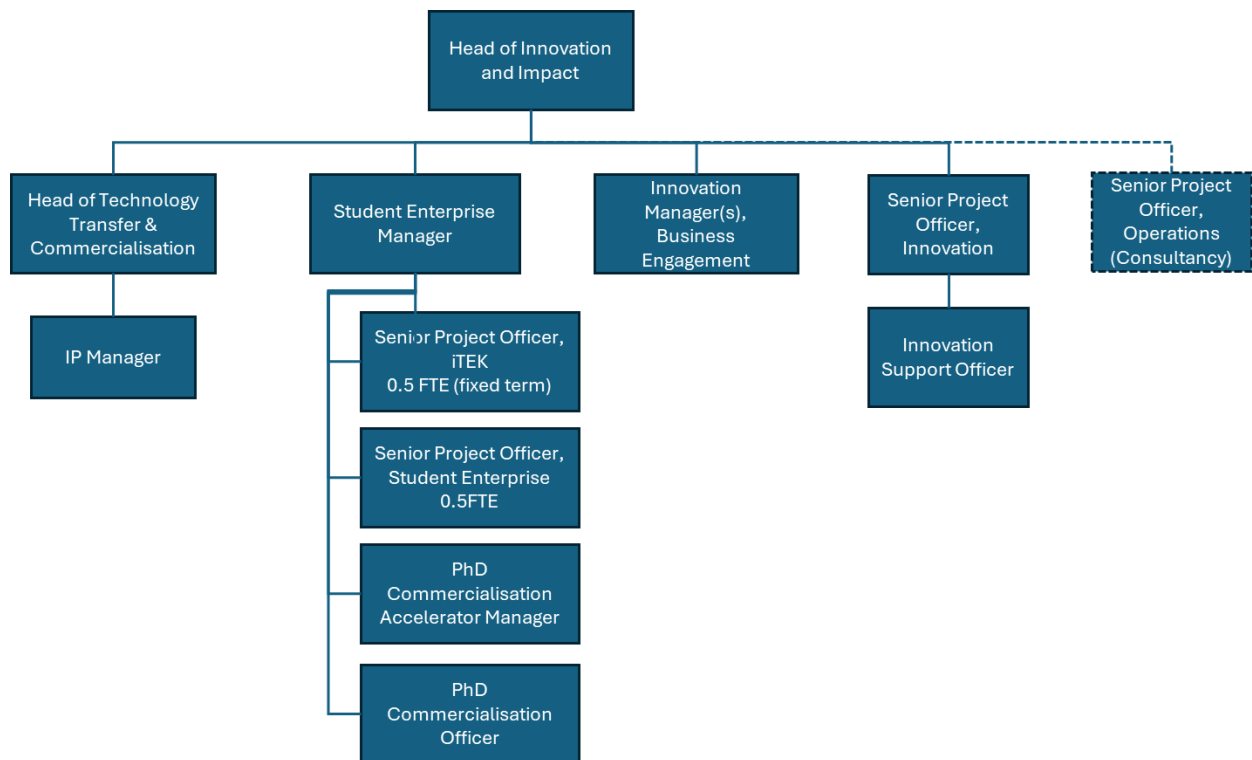
Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.		
Qualifications and Professional Memberships		
Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles. Or: Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles, and the acquisition of appropriate professional or specialist knowledge.		E
Experience of project management in an educational environment. PRINCE 2 or similar project management qualification.		D
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
A demonstrable understanding of, or experience in the Business Innovation landscape, including building relationships with business partners	E	3
A demonstrable understanding of, or experience in engaging students to develop intrapreneurial and entrepreneurial skills and supporting their aspirations and development	E	3
Experience in programme management and delivery, including scoping project briefs	E	3
Good IT skills, including use of MS Word, Excel, Outlook and Powerpoint	E	3
Experience in customer/client service and support	D	3
Special Requirements:		Essential/ Desirable
Core Competencies		Level 1-3
Communication		3
Adaptability / Flexibility		2
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		3
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		NA
Creative and Analytical Thinking		2
Influencing, Persuasion and Negotiation Skills		3
Strategic Thinking & Leadership		NA
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

Background Information

The Innovation and Impact Team form part of the Research, Innovation & Impact (RII) division. The division supports research, innovation, and impact activity across the University. Teams are based in faculties and as part of an RII Office. The focus of the RII division is on excellence, assurance, and operations. Teams support the lifecycle of research and innovation, supporting funder visits, finding opportunities, bidding and award through to demonstrating outcomes and impact.

Department Structure Chart



Relationships

Internal

- Research, Innovation, & Impact Support Staff in the RII Office and Faculty Research & Innovation Offices.
- Professional Services departments.
- Academics, students, and innovation ecosystem managers.
- Surrey Innovation District.

External

- Mentor, funder, partner, and investor networks.
- SETsquared Surrey and regional businesses.
- HEI partner centres.
- Sector relevant corporations.
- External suppliers.