

Post Details		Last Updated: January 2024	
Faculty/Administrative/Service Department	Research, Innovation and Impact (RII)		
Job Title	Innovation Manager (Technology Transfer)		
Job Family	Professional Services	Job Level	Level 5
Responsible to	Faculty Research and Innovation Manager		
Responsible for (Staff)			
Job Purpose Statement			
<p>To develop and embed activities that will maximise the use and benefit of the University's research. Contributing to the University's ambitions and strategy; "contributing greater societal benefit", embedding a culture of innovation resulting in research impact and supporting any future research assessment exercises.</p> <p>The post holder will maintain an overview of research IP with commercial potential activity across the faculty, fostering a spirit of innovation and entrepreneurship at the University.</p> <p>The post will form part of a wider network of specialist support across the University that build collaboration and engagement into research design where appropriate and to maximise the benefit and impact of research outside academia, including technology transfer/commercialisation activities (patents/licensing/spin-outs). With proven abilities in understanding, evidencing, and communicating the impact of academic research, the post holder will work closely with academic staff to produce income in the form of royalties/fee income and equity stakes in spin outs.</p>			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. Identify and assist in the development of impact through a range of means including but not limited to commercialisation, knowledge exchange, industry engagement, influencing policy – with a particular focus on technology transfer and commercialisation. 2. Oversee monitoring of and reporting on all commercial activity likely to lead to Impact Case Studies for future Research Excellence Framework (REF) submissions, Knowledge Exchange Framework and Impact Acceleration Accounts. 3. Keep up to date with external funding, priorities and best practice relating to research impact and routes to achieving impact, ensuring internal strategy and advice reflects this. Take a lead role in external funding opportunities for research impact- 4. Identify pipeline research with commercial potential, nurture and encourage its development including the use of relevant funding such as Higher Education Innovation Fund (HEIF), Innovation to Commercialisation of University Research (I Cure). 5. Exploit University research and know-how to create income and impact through licensing technology and creating spin out companies. 6. Identify and help secure sources of funding, including Proof of Concept, USSF, business angels and VCs, to accelerate commercial success. 7. Represent the University in forums and boards as required, deliver presentations, and promote the expertise, know-how and technology that the University can provide. <p>N.B. The above list is not exhaustive.</p>			

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

- 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 is expected to keep up to date with research advances made by University staff and to identify a pipeline of future innovation and impact opportunities arising from research, They are 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 income and impact. , and to assist academic staff in obtaining 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 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.

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 and Commercialisation or or the Head of Innovation and Impact 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.

Continuous Improvement

- The post holder will be required to continually update their understanding of developments in science, technologies and markets relevant to the University's key research and innovation areas. They will be required to suggest to academics ways to develop their research to improve its impact and commercial / industrial appeal and identify sources of relevant funding to achieve this.
- The post holder will continuously review and improve the innovation and impact processes and procedures; working with key stakeholders across the university to ensure optimum delivery of contracts.

Accountability

- 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. The post holder is expected to consider a range of options, present the best options and solutions for projects with a significant potential income, and is expected to ensure that Senior Management is kept apprised, and their recommendations implemented.

Dimensions of the role

- Although the post holder will need to have significant technical and market knowledge related to their aligned discipline or innovation specialism, they will also be required to assume responsibilities for other technologies outside this specialty remit, according to the workload of the department; the business, commercial, marketing and interpersonal aspects of the role are regarded as the most important.

Supplementary Information

As the structure of the Faculty Research and Innovation Office and RII Office evolves, the post holder may be required to manage staff involved in impact development activities and to ensure that any consultants engaged fulfil their contractual obligations.

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.

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
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Member of a wide network of professional interest groups	E
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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 Matching Guidance).	Essential/Desirable	Level 1-3
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Project management skills	E	3
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Experience in knowledge exchange and understanding of the impact agenda.	E	3
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Experience of start-up businesses, financial forecasts and business plans, particularly SMEs	E	3
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Experience of scoping and writing development and commercialisation funding bids	E	3
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Understanding of role of innovative technology in business success	E	3
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Experience of negotiating complex commercial agreements	E	3
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Understanding of IP protection and the patenting process	E	3
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Ability to undertake detailed market analysis in technology based industries	E	3
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Previous experience in technology transfer	E	3
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Special Requirements:	Essential/Desirable
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Must be prepared to travel and work outside normal hours when required	E
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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
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Communication	3
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Adaptability / Flexibility	3
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Customer/Client service and support	3
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Planning and Organising	2
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Continuous Improvement	3
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Problem Solving and Decision-Making Skills	3
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Managing and Developing Performance	2
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Creative and Analytical Thinking	3
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Influencing, Persuasion and Negotiation Skills	2
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Strategic Thinking & Leadership	
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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.

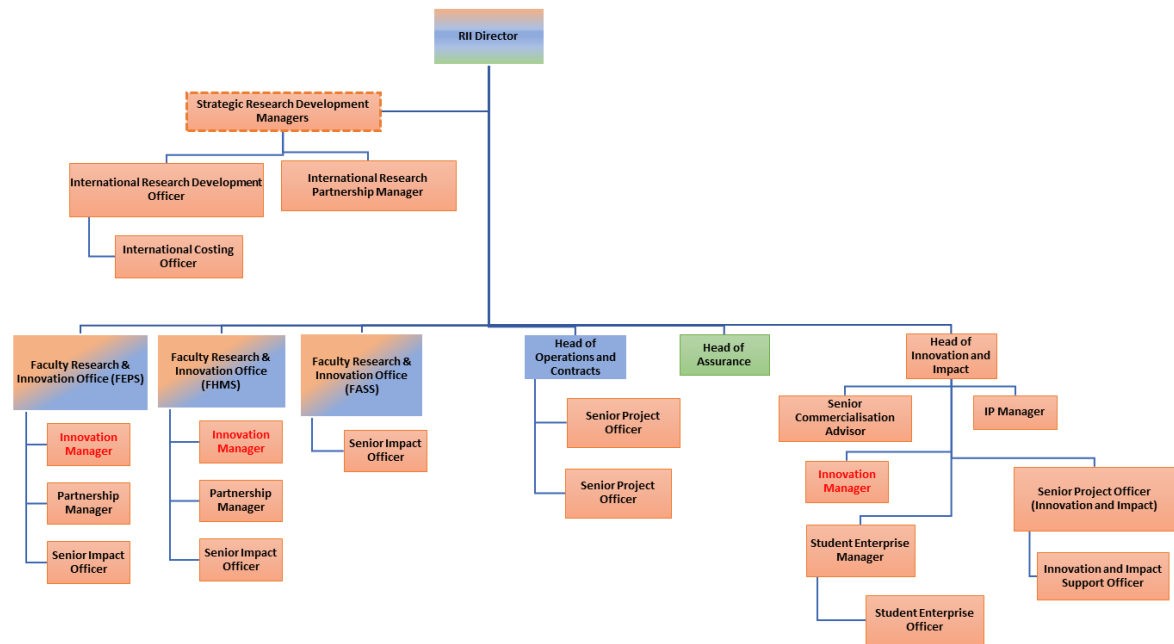
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The RII division supports the research and innovation activity across the University. Support 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 (working closely with colleagues across other professional services, including Strategic Planning, Research Finance, Library and Learning Support Service and the Surrey Innovation District).

Department Structure Chart



Relationships

Contacts include:

Internal

- Researchers
- Associate Dean (Research and Innovation) and Heads of Schools in Faculty
- Research and Innovation Office colleagues
- Research Innovation and Impact colleagues
- Surrey Innovation District colleagues

External

- Businesses
- UKRI including EPSRC, STFC, Innovate UK and other Government funding bodies
- Knowledge Transfer Network and Catapults
- Other External funders
- IP Group
- USSF
- Senior managers in HEIF partner Universities
- SETsquared personnel
- Board members of external industrial and commercial partners
- University spin-out companies
- Patent Attorneys
- Consultants
- Market researchers