

Post Details		Last Updated: July 2026	
Faculty/Administrative/Service Department	Research, Innovation and Impact (RII)		
Job Title	Innovation Manager (Business Engagement)		
Job Family	Professional Services	Job Level	Level 5
Responsible to	Head of Innovation and Impact		
Responsible for (Staff)	n/a		
<u>Job Purpose Statement</u>			
To develop and embed knowledge exchange (KE) 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 and KE assessment exercises. The post holder will engage with academics and businesses, making the University's research community aware of the opportunities and benefits in collaborating, fostering a spirit of innovation and entrepreneurship at the University. The post holder will secure innovation programmes and projects with businesses in alignment with the RII strategy, this may include a particular focus on growing and managing specific portfolios such as Innovate UK projects, other business-led collaborations, or the development of new strategic SME innovation programmes. The post will form part of a wider network of specialist support across the University, helping to embed collaboration and engagement into research and innovation design where appropriate and maximise the benefit and impact of research beyond academia. Drawing upon proven experience of developing and supporting the research impact, the post holder will work closely with academic colleagues to engage businesses, manage the associated processes and services, and help realise, evidence and demonstrate research impact.			
<u>Key Responsibilities</u> 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)			
1. Identify and support the development of impact through a range of routes, including but not limited to knowledge exchange, collaborative research, industry and business engagement, and policy influence, with a particular focus on business engagement and knowledge exchange. 2. Keep up to date with external funding, sector priorities and best practice relating to research impact and routes to achieving impact, ensuring that internal advice and activity reflect these developments. Take a lead role in identifying and supporting external funding opportunities for business-led collaboration, in particular Innovate UK funding. 3. Lead engagement between academic colleagues and businesses, identifying opportunities and funding routes, supporting the scoping of projects, and facilitating the development and delivery of business-led applications, including Innovate UK competitions and Knowledge Transfer Partnerships for example. 4. Maintain a pipeline and portfolio of business-led collaboration innovation and engagement projects, ensuring opportunities are actively developed, progressed and aligned with University strategy, and that relationships with internal colleagues and external partners are productive and sustainable. 5. Foster academic-industry linkages through networking with key internal and external stakeholders, including businesses, Innovate UK, Catapults, government and third sector organisations. 6. Oversee monitoring of and reporting of business engagement activity, ensuring that evidence is captured for potential impact case studies for future Research Excellence Framework (REF) submissions and contributes to the Knowledge Exchange Framework (KEF) and Higher Education Business and Community Interaction (HE-BCI) reporting. 7. Represent the University in forums and boards as required, deliver presentations, and promote the expertise, know-how, technologies and collaboration opportunities that the University can provide.			
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

- Success in this role is heavily dependent on building strong, successful relationships both internally and externally with active research colleagues and nurturing a general commercial and impact awareness across the University, building and maintaining an extensive external network of contacts.
- To maintain an up-to-date awareness of grant calls and other relevant business-led funding as applicable to the University strengths.

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 Head of Innovation and Impact for guidance.
- The post holder must be a confident, effective and empathetic communicator, able to work closely with academics, businesses and internal specialists to understand research capabilities and business needs, shape opportunities for collaboration, and communicate the value of University expertise in ways that support successful partnerships and deliver measurable impact.

Continuous Improvement

- 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 programmes and contracts.

Accountability

- The post holder will work with a high degree of autonomy and will be accountable for the quality, professionalism and effectiveness of the service they provide. They will be expected to assess a range of options, exercise sound judgement, and recommend practical solutions that support the successful development and delivery of business engagement and innovation projects.

Dimensions of the role

- To work with colleagues at other Universities to capture, record, report and share across the sector, data about innovation partnerships and provide relevant reporting returns as appropriate.
- To undertake other duties of a similar nature as reasonably required by your line manager.
- Support a portfolio of innovation projects including collaborative research bids, such as Innovate UK, KTPs and consultancy.

Supplementary Information

University income increasingly depends on proactive business and industry collaboration by universities. This trend will continue with Government focus on the need to remain globally competitive and with universities regarded as fundamental engines of economic growth. UK Universities are expected to demonstrate tangible contribution to this economic growth through innovation, investment matching, and consequential job creation.

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.

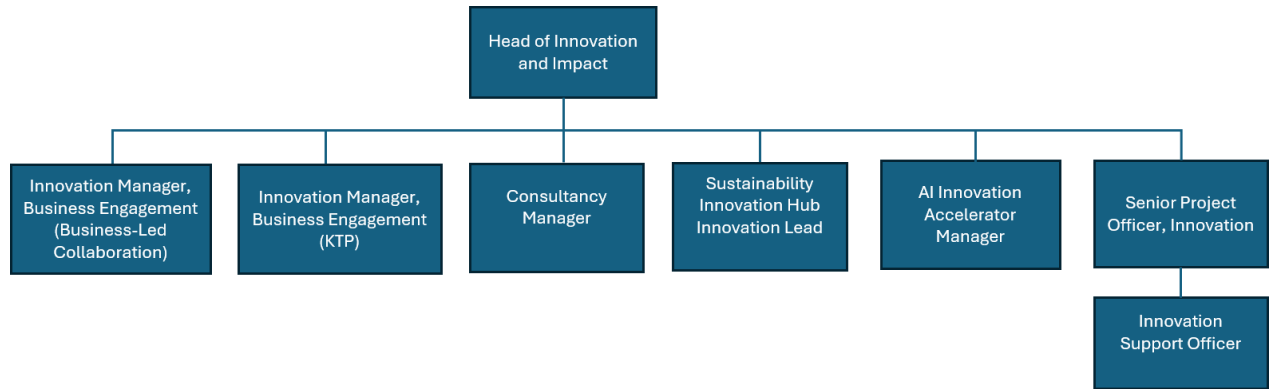
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Member of a wide network of professional interest groups

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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
Project management skills, including the ability to manage a varied pipeline or portfolio of business engagement and innovation projects.	E	3
Experience in knowledge exchange and a good understanding of the research impact agenda, including how business engagement can contribute to impact outcomes.	E	3
Experience of working with start-ups, SMEs or business partners, with an understanding of business needs, commercial drivers, business plans and financial considerations.	E	3
Experience of identifying, scoping and supporting applications for innovation or business-led funding opportunities.	E	3
Understanding how research, expertise, and innovative technologies can support business innovation, productivity and growth.	E	3
Experience of support commercial discussions or collaboration agreements, with the ability to identify when specialist legal, contracts, or IP advice is required.	E	3
Understanding of Intellectual Property (IP) protection, confidentiality and the patenting process, sufficient to support academic-business collaboration and refer to specialist colleagues where appropriate.	E	2
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		2
Continuous Improvement		3
Problem Solving and Decision-Making Skills		3
Managing and Developing Performance		2
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		
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, Innovate Surrey Ltd (Technology Transfer Office), and the Surrey Innovation District).		

Department Structure Chart



Relationships

Contacts include:

Internal

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

External

- Businesses
- UKRI including Innovate UK and other Government funding bodies
- Innovate UK Business Connect and Catapults
- Other External funders
- Senior managers in HEIF partner Universities
- SETsquared personnel
- Board members of external industrial and commercial partners
- University spin-out companies
- Consultants
- Market researchers