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| **Post Details** | **Last Updated:** 25/06/2019 |
| **Faculty/Administrative/Service Department** | Technology Transfer |
| **Job Title** | Impact Acceleration Account and KE (EPSRC & STFC) Manager |
| **Job Family**  | Professional Services | Job Level  | Level 5 |
| **Responsible to** | Head of Technology Transfer |
| **Responsible for (Staff)** | No staff report to this post |
| **Job Purpose Statement**The post holder will take responsibility for the success of the EPSRC and STFC Impact Acceleration Accounts (IAA) at the University; finding, developing and managing projects suitable for support. They will be responsible for creating awareness of the Impact Agenda and 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 EPSRC and STFC IAA funding opportunities. |
| **Key Responsibilities**  |
| 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 EPSRC and STFC research with commercial potential and nurture and encourage its development.
3. Work with academic researchers to develop and manage EPSRC and STFC 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 on impact, exploitation and Pathways to Impact and provide support to demonstrating the impact of the IAA.
7. Prepare for the bimonthly EPSRC and STFC IAA Project Board meetings and annual steering committee meetings.
8. Manage the collation and undertake analysis of the project outcomes for the portfolio of EPSRC and STFC IAA projects and write the reports to meet the requirements of the EPSRC and STFC.
9. Prepare for and write the business cases for future EPSRC and STFC IAA funding opportunities.

**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.
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| **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 EPSRC and STFC requirements and deadlines to deliver high quality final reports and business cases for the next round of funding.
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| **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, FEPS, 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 EPSRC and STFC IAA processes and procedures; working with key stakeholders, including the Senior Project Officer IAA, and the Legal team, to ensure contract templates are kept up to date.
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| **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 or 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 EPSRC and STFC 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 Senior Project Officer – Impact Acceleration Account (IAA), the Technology Transfer team and the Academic community.

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| **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 EPSRC or STFC. 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 Manager for the ESRC.
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| **Supplementary Information** * The current EPSRC and STFC IAA funding finishes at the end of March 2020. The initial focus of the role will be to prepare the final reports and the business cases to secure the next round of funding from April 2020.
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| **Person Specification**  |
| **Qualifications and Professional Memberships** |  |
| Professionally qualified with a relevant degree/postgraduate qualification, plus broad management experience in a similar or related roleORSubstantial 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 |
| **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** |
| CommunicationAdaptability / FlexibilityCustomer/Client service and supportPlanning and OrganisingContinuous ImprovementProblem Solving and Decision Making SkillsManaging and Developing PerformanceCreative and Analytical ThinkingInfluencing, Persuasion and Negotiation SkillsStrategic Thinking & Leadership | 3333231332 |
| 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 InformationThe Technology Transfer Office is responsible for: protecting and exploiting intellectual property created and owned by the University; generating income for the University in the form of royalties, licences and equity stakes in spin-out companies; overseeing the Impact Acceleration Accounts; and managing and growing the pipeline of commercialisation opportunities across the University to create greater societal impact.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 EPSRC supports early stage development of EPSRC 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 strong relationship with EPSRC, being one of the ‘managed universities’, and has an excellent reputation for creating impact from EPSRC funded research. The current EPSRC IAA award for 2017-2020 (£1.2m) follows successful implementation of the University’s previous EPSRC IAA and KTA and success is critical to the University’s relationship with EPSRC. The University’s Impact Acceleration Account (IAA) funded by the STFC supports pre-commercial knowledge exchange prior to applying for follow-on or innovation funding, reducing the real and perceived barriers to working with industry on application-focused development from fundamental research.The current STFC IAA award for 2019-2020 (£75k) is the University’s first STFC IAA award, enabling the implementation of a new process within the STFC supported community at Surrey to encourage the concept of using short collaborative, proof-of-concept, risk-reduction projects to test potential routes for the exploitation of Astrophysics, Nuclear and Radiation research. Although the role reports to the Head of Technology Transfer, the post-holder will also work closely with the Associate Dean Research & Innovation FEPS and the Director of Innovation Strategy. |
| 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
* Senior Project Officer – IAA
* IAA Knowledge Exchange Manager (ESRC)
* Director of Innovation Strategy
* Technology Transfer colleagues
* Impact team
* Legal team
* Post-Award Finance

**External*** UKRI, including EPSRC, STFC 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
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