Post Details	Last Updated: / /
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences (FEPS) Surrey Space Centre
Job Title	Academic-Industry Use Case Manager

Job Family	Professional Services	Job Level	7

Responsible to	Fair-Space Hub PI/Director via the Hub Operations Director
Responsible for (Staff)	none

Job Purpose Statement

This post is responsible for the successful operational delivery of academic-industry use cases within the £6M Fair-Space project on space robotics and autonomous systems lead by Surrey with 5 other partner universities, funded through UKRI, EPSRC & UKSA from the Industrial Strategy Challenge Fund (ISCF).

The post holder is a member of the Fair-Space Hub Professional; Management Team, responsible to the Hub Director/PI for working with the six university partners to identify, develop and deliver at least three substantive use cases in industry derived from high TRL research in the partner academic teams to meet the ISCF objectives by March 2021.

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)

1. To work with the Partner PIs in the six universities to identify potential high TRL academic research projects and capabilities within their teams that could be relevant to enhancing UK industry capability.

2. Building a strong relationship across the partner teams and ensuring good communications of activities to exploit fully the partner teams' capabilities with regard to the project & ISCF objectives..

3. To work with the Hub Partnership Manager and the Hub Technical Manager to identify and cultivate interest within UK industry in these academic capabilities and to develop at least 3 substantial academic-industry use cases.

4. Planning and executing a structured programme of academic-industry events to showcase the research and its relevance to enhancing industry capability. This will be done in collaboration with the Hub Partnership Manager and the six University PI teams.

5. Setting and managing the associated budgets, in coordination with the Hub Project Manager and Operations Director. Accountable for ensuring that University Financial regulations, policies and procedures are followed at all times relating to these activities.

6. Reporting on use case activities, progress and issues to the Hub Management Board and Independent International Advisory Board.

7. Responsible for the day-to-day management of external (academic and industrial) partnerships.

8. Timely contribution to project reports, Hub promotional material; events; show cases; workshops and support for the Hub partner and advisory board management meetings as required by the Hub Director, Operations Director or ISCF funding partners.

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

- The role holder will work independently defining their work in line with the Hub and University priorities. They are expected to gain an in-depth understanding of the University context and the issues it faces in order to proactively lead the delivery of the project.
- The role holder will need to manage multiple and conflicting priorities across multiple working groups including Academic and Professional Services work streams which will need a high degree of organisation to programme deliverables.
- There is a requirement to assess the impact of changes (such as economic conditions), to monitor progress and make necessary adjustments where required.

Problem Solving and Decision Making

- Very little policy or procedure is currently in place to govern the delivery of projects and change across the University, so the post holder will be required to design, develop and implement such frameworks.
- Situations will require analytical, interpretive, and/or constructive thinking to resolve. There are no clear-cut answers, therefore professional judgment is required.
- The role holder will need to take a proactive approach to problem solving, identifying at an early stage any potential situations or problems which have the potential to lead to an adverse impact on the University's reputation, and will need to take immediate action or recommend action to Executive Board as required.

Continuous Improvement

- As the expert in program management, there is an expectation for the role holder to be conversant with best practice in this area to enable communication and translation into effective processes and policies.
- The role holder will take responsibility for the management, motivation, training and development of the team, and also for ensuring those working in and outside of the team are working to the same standards. This will require them to develop procedures and standards that fit the university's requirements.

Accountability

- The role holder will work autonomously and often without specific instruction from the Principle Investigator, using a high level of independence in order to achieve objectives while ensuring that activities are consistent with approved plans and departmental objectives.
- The post holder is fully accountable for the quality and professionalism of the delivery of the project and the role impacts across the University as strategic projects are central to the delivery of the University's goals.
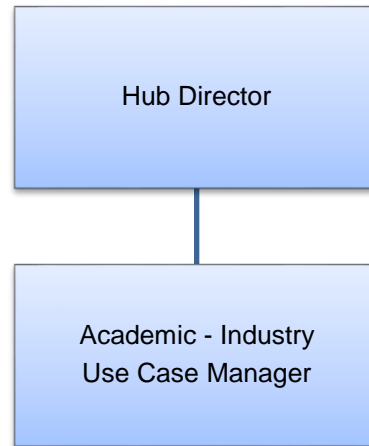
Dimensions of the role

- The role has line management responsibility for the Hub Management Team and links with the Academic Delivery teams. It will also be required to manage, in a matrix environment, the inputs of colleagues from departments across the university.

Supplementary Information

- It is essential that the role holder is able to operate with and have the confidence of the senior management of the University and command the support of the partner university teams. Success in this role is heavily dependent on building successful and strong relationships.
- The role holder will be privy to highly confidential data and will need to operate accordingly.

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		
Professionally qualified with a relevant degree/postgraduate qualification, plus a significant number of years' relevant leadership experience, or substantial experience and proven success in a strategically important broad function/specialist area (such as organisational development and culture change); Or: Substantial and extensive vocational experience demonstrating professional development and achievement in a series of progressively more demanding, influential and broad work roles, backed by evidence of deep and broad knowledge of the whole functional work area.	E	

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
Relevant management experience at an appropriate level within a medium to large, complex organisation.	E	3
Experience of project or programme management or other institutional change management, including experience of leading major, organisation wide projects.	E	3
A structured and methodical mind-set that leverages the benefits from plans, processes and rigour without losing pace and agility.	E	3
Excellent written and verbal communication skills, with the ability to assimilate, summarise and convey complex information for different audiences – with an emphasis on simplicity.	E	3
Excellent interpersonal skills with proven success in developing effective working relationships with senior colleagues and able to influence laterally and upwardly.	E	3
Authentic leadership and staff management skills, including the ability to provide project teams with a clear direction and lead them towards successful completion of objectives.	E	3
Awareness of the likely effect of change in economic, social, legal and technological environment	E	3
Proactive, confident and innovative, with a focus on delivery	E	3

Special Requirements:	Essential/ Desirable
Be able/prepared to travel nationally and internationally if required	E
Be prepared to work outside of normal working hours	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 Adaptability / Flexibility	3 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

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 Space Hub sits within the Surrey Space Centre which itself is within the Faculty of Engineering and Physical Sciences. The Surrey Space Centre (SSC) is a world leading Centre of Excellence in Space Engineering with nearly 40 years of R&D heritage. Its strategy is to underpin the technical development of the space industry through its advanced research programmes. The SSC represents the world's leading research centre for small, low cost space missions, generating leading research and bringing innovation to our spin-out company SSTL and pushing the boundaries of small spacecraft applications to develop next generation cost-efficient space technologies. In the past 10 years, SSC has successfully extended its spacecraft engineering philosophy to develop unique Robotics & Autonomous Systems (RAS) solutions for space systems and missions, which led to the establishment of the Surrey Technology for Autonomous systems and Robotics (STAR) Lab. SSC-STAR Lab offers academic research laboratories and facilities, enabling advancement of multidisciplinary space system engineering techniques for Earth orbit and interplanetary missions and covering innovative communications, remote sensing, robotics and autonomous systems.

Department Structure Chart

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          │    Hub Director      │
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          │  Academic - Industry │
          │  Use Case Manager    │
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Relationships

Internal

- Executive Board members, Associate Deans and Heads of Departments
- Hub Leadership Group
- IT Services
- Communications

External

- External suppliers and contractors
- Project and programme management special interest/network groups
- Hub Partners