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| Last updated: | 24th May 2018 |

**JOB DESCRIPTION**

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| Post title: | **Technology Transfer Manager (Life Sciences)** | | |
| Academic Unit/Service: | Research and Innovation Services | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Head of Technology Transfer and Impact Programmes | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based | | |

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| Job purpose |
| To seek out and exploit commercially viable innovations and intellectual property developed by our researchers by creating and encouraging growth in licensing, the formation of new companies and other commercial ventures, through implementing licensing.  To foster the development of an entrepreneurial culture within the relevant faculties, encouraging development of enterprise and impact activities alongside more traditional research and teaching activities. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Work with Associate Deans in the creation and maintenance of strategies for enterprise by providing professional advice, experience and inputs to ensure strategies are coherent, realistic and implementable. Develop guidance for faculties on commercialisation and spinouts. | 5 % |
|  | Manage a portfolio of technology transfer projects in order to increase income to the University from spin outs, licensing, assignment, company activities and from research and development work associated with the commercialisation of University intellectual property rights. | 30 % |
|  | Identify groups/academics within the faculty with commercialisation ideas to ensure timely protection and commercialisation of IP arising from research. Advise academics on appropriate IP protection. Undertake the necessary due diligence to qualify commercial opportunities. | 10 % |
|  | Pro-actively manage and streamline the commercialisation process ensuring an appropriate cost/benefit ratio from the use of university resources. Evaluate, in consultation with academics, the commercial potential of specific intellectual property and identify the optimum route to commercialisation. Provide professional advice and guidance to IP Panels on the appropriate routes to commercialisation. | 20 % |
|  | Identify optimal commercialisation strategy for specific IP (spinout, licence, other) in order to optimise return from the total portfolio over the short and long term. Consult with inventors to identify potential clients for the development, licensing, or assignment of IP in order to complete the commercialisation most cost-effectively. Prepare and present, with input from inventors, business plans and executive summaries in order to access appropriate financing (translational, proof-of-concept). | 10 % |
|  | Negotiate and agree heads of terms with potential licensees that will deliver the best value for the University and facilitate the uptake of technologies and inventions generated from University research – working closely with the IP Legal Team to get final agreement. | 10 % |
|  | Develop relationships and information sources from a wide network within the market (including professional advisers, potential licensees and the investment community) in order to maintain awareness of industry and market developments and requirements relevant to key areas in pharmaceutical, biotechnology and life science business. Provide key account management for companies that have recently spun out of the University. | 10% |
|  | Initiate and support enterprise education activities designed to enhance the enterprise culture and encourage active participation in technology transfer in the Faculties. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |  |

| Internal and external relationships |
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| * Associate Deans Enterprise for strategic inputs and consistency on commercialisation * Academics for commercialisation of specific IP * Staff in University Professional Services * Industry organisations and associations * Medical Charities & research funders * Investors (including IP Group) * Professional advisers in specialist areas to aid in opportunity evaluation * Small, medium and large corporate entities for licensing opportunities * Director and staff in RIS * University and SETsquared Incubation Centre to enable account management of University spinouts |

| Special Requirements |
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| Travel to attend meetings (UK, overseas)  Willingness to work non-standard hours as reasonably required to fulfil role (e.g. out of hours meetings offsite, conference calls with overseas partners) |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | First degree or equivalent in a life science discipline, or significant relevant experience.  At least one of an MBA or a relevant postgraduate degree in relevant discipline, or equivalent experience.  Commercial experience in a corporate environment demonstrated through a network of commercial contacts in applicable area and knowledge of relevant market/industry key requirements.  Substantial knowledge and recent experience of IP, commercialisation and licensing negotiations.  Numerate, demonstrate strategic, financial modelling and business planning skills, and be comfortable working with a broad range of emerging technologies.  Demonstrate a sound understanding of a broad range of scientific concepts in order to evaluate their commercial potential.  Experience working with researchers to create a commercialisation strategy in relation to intellectual property.  Experience of business plan creation of high technology start-up companies.  Business experience of the pharmaceutical, biotech and/or life science sectors. | Experience as company director, or senior manager in industry or able to demonstrate excellent business acumen.  PRINCE2 or similar project management qualification.  Track record of fundraising and/or marketing. | Application and interview |
| Planning and organising | Able to initiate, plan and manage major new projects or significant new activities, ensuring plans complement broader operational strategy.  Project management and coordination of a number of players and simultaneous projects in sometimes complex relationships and to multiple deadlines - involving negotiations in an international context.  Ability to take strategic view in a fast-moving and dynamic environment.  Ability to lead projects, driving activity to completion while managing detail. |  | Application and interview |
| Problem solving and initiative | Ability to identify and apply creative solutions in negotiations, often in the absence of any relevant precedent.  Ability to identify and manage key issues on a critical path.  Must be self-sufficient, capable of setting own work strategies and of working with minimal guidance, actively seeking information from internal or external sources as required. |  | Application and interview |
| Management and teamwork | Team player able to work collaboratively with others to disseminate and share knowledge and information.  Ability to proactively work with colleagues in other work areas to achieve outcomes.  Ability to delegate upwards and downwards effectively, understanding the responsibilities, strengths and weaknesses of team members to build effective teamwork. |  | Application and interview |
| Communicating and influencing | Excellent inter-personal skills with a wide range of people of different backgrounds, from within and outside the university.  Able to persuade and influence in order to foster and maintain relationships.  Excellent written, presentation and verbal skills, with ability to communicate at a variety of levels up to and including board level in major companies.  Able to contribute to University Committees, working groups and projects on behalf of the Faculty and the University. |  | Application and interview |
| Other skills and behaviours | Must be a team player able to work collaboratively with others to disseminate and share knowledge and information.  Able to response effectively in a pressurised environment.  Able to appreciate university priorities and to apply these in managing work outcomes | Broad interest in science, engineering and life sciences  Understanding of research | Application and interview |
| Special requirements | Flexibility to work unusual hours.  Willingness to travel on business (mostly UK, some overseas). |  | Application and interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (e.g.: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, and biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(e.g.: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (e.g.: strimmer, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (i.e.: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (e.g.: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |