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| Last updated: | October 2022 |

**JOB DESCRIPTION**

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| Post title: | **Director of Enterprise** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2311 - Higher education teaching professionals  2119 – Natural and social science professionals (dependant on %split of key accountabilities) | | |
| School/Department: | Southampton Business School | | |
| Faculty: | Social Sciences | | |
| Career Pathway: | Enterprise Pathway | Level: | 6 |
| \*ERE category: | ERE | | |
| Posts responsible to: | Head of School | | |
| Posts responsible for: | 6-10 x level 5-6 Enterprise Fellows (dotted line); 1 x Level 4-5 Business Development and Partnerships Officer | | |
| Post base: | Office-based | | |

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| Job purpose |
| To provide strategic and operational leadership of the Enterprise area within the Southampton Business School.  Facilitate the key strategic goal of utilising the expertise of colleagues in the school to co-create sustainable Enterprise solutions with regional and global organisations that are aligned with the University of Southampton’s ‘Triple Helix’ (Research, Education and Enterprise) strategy, and change the world for the better.  Support the implementation of activities to increase the effectiveness of enterprise processes, including the KEF (Knowledge Exchange Framework) and monitoring.  Increase and support the impact of the school through the identification and delivery of enterprise opportunities, including engagement with external stakeholders, embedding Enterprise within the school’s research and teaching activities, and the dissemination of best practice in enterprise (Note that Executive Education is outside the scope of this role and is the responsibility of the Director of Executive Education). |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Leadership and Enterprise**  Lead, manage, and promote the development of the school’s enterprise strategy and related delivery plans. Take responsibility for the strategy, continually monitoring, evaluating and revising to ensure excellence and coherence, identifying areas where current provision is in need of revision or improvement.  Work with the Head of School/Deputy Head of School (Education)/Deputy Head of School (Research & Enterprise), and other colleagues, to support the identification of new enterprise opportunities and the diversification of income streams within the school.  Work in collaboration with colleagues across the School and Faculty to share and harmonise good practice to ensure consistency, efficiency and effectiveness of enterprise processes.  Contribute to the School, Faculty and University level networks working groups and committees, as appropriate, to support delivery of the School Enterprise strategy.  Ensure that effective processes are in place for governance, approvals, review and conduct of enterprise.  KEF planning responsibilities: in conjunction with KEF champions support and coordinate the implementation of the University and Knowledge Exchange Framework (KEF) planning and data collection across the school.  Facilitate and support the school’s accreditations efforts, especially in regard to the impact, corporate and professional connections aspects relating particularly to AACSB, AMBA and EQUIS Lead in Enterprise submissions within external accreditation processes. | 90% |
|  | **Research and Enterprise**  Work closely with the school’s research leaders, including the Deputy Head of School (Research & Enterprise), Departmental Heads of Research, Directors of Research Centres, Research Excellence Framework (REF) Impact Champion, REF Environment Champion, impact case writers, to facilitate the development of the School’s real-world impact for REF and non-REF purposes for the School.  Develop and implement plans for industry projects that leverage the School’s expertise and translate into additional streams of revenue. |
|  | **Education and Enterprise**  Work in close collaboration with directors of Undergraduate/Postgraduate, including MBA and DBA programmes amongst the others, in developing links with local, regional, national and international companies, bodies, and organisations to identify high quality students, thus supporting student recruitment to these programmes.  Work in close collaboration with the Director of Career, Employability, Placement and Alumni Relations (CEPAR) to support the enhancement of further learning opportunities for students in the world of practice, including student placements and projects. Share databases with the Director of CEPAR as appropriate.  In general, work in collaboration with colleagues in the SBS to support developing links with external key stakeholders to facilitate the development of educational and research portfolios. |
|  | **International and Enterprise**  Work in close collaboration with the Director of Internationalisation to support connections of colleagues with international companies, bodies and organisations that will lead to impactful collaborative research projects and income-generating enterprise activities.  Facilitate and support the school’s internationalisation efforts, especially corporate connections and data collection elements relating to actively and positively influencing our international rankings, such as the QS and Times rankings (with a particular attention to employers’ score). |
|  | **Line Management**  To recruit and line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback. |
|  | Take responsibility for the management and delivery of new strategic and operational projects for the School as required.  Build a community of entrepreneurs-in-residence within Southampton Business School to enrich research and educational activities.  Support the implementation of the School’s Ethics and Corporate Sustainability agenda through targeted actions. |  |
|  | Represent the School/Department/Faculty/University in the disciplinary community externally. | 10% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |

| Internal and external relationships |
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| Member of the School/Department Board, Examination Board and of such School/Department committees relevant to their administrative duties.  Where appropriate, teaching and administrative duties will be allocated by the Head of School/Department, within the context of the teaching programmes agreed by the School/Department Learning and Teaching Committee.  To work closely with the School’s research leaders, including the Deputy Head of School Research & Enterprise, Research Excellence Framework (REF) Impact Champion. |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD in any discipline that supports the research agenda of the Business School  Strong reputation as an expert in a significant field of enterprise; proven experience of developing, selling and leading Enterprise programmes for a wide range of organisations  A sustained record of excellence in enterprise activities with high levels of income generation and/or significant reputational benefit, including collaborative research, consulting and other revenue streams. | Membership of Higher Education Academy  Involvement in national and international events  Teaching qualification (PCAP or equivalent) |  |
| Planning and organising | Proven ability to champion and oversee key contributions to faculty and/or University research, education and enterprise strategies.  Proven ability to develop, sell and lead enterprise activities, grants and/or contracts of national and international importance. |  |  |
| Problem solving and initiative | Proven ability to implement successful change management initiatives and formulate strategic plans that reflect and support the strategic needs of the faculty and University. |  |  |
| Management and teamwork | Proven ability to oversee people and resource management processes in order to deliver key enterprise activities.  Ability to adapt style and demonstrate empathy to work productively with diverse groups of stakeholders inside and outside of UoS, many of whom have senior Corporate experience.  Proven ability to make a sustained contribution to leadership at School/Department /faculty level and across the University.  Proven leadership abilities in Higher Education – able to raise performance standards through own work areas.  Proven ability to recognise and overcome obstacles and difficulties so that the team can deliver.  Able to deliver the Line Manager’s expectations as stated in Appendix 2 |  |  |
| Communicating and influencing | Proven ability to establish and build major relationships with stakeholders including strong influencing skills  Proven ability to act as the main figurehead for key activities, developing important national and international contacts.  Proven ability to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems |  |  |
| Other skills and behaviours | Ability to understand the differences between academic and corporate cultures and to work productively within both  Collaborative style – strong relationship builder – ‘uncompromising reasonableness’  Compliance with relevant Health & Safety issues  To role model the Southampton behaviours (see appendix 1) and work with the management team to embed them as a way of working across the department / directorate / University |  |  |
| Special requirements | Able to attend national and international events / clients as required. |  |  |

**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 (eg: 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 (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: 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 |  | x |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |