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| Last updated: | January 2023 |

**JOB DESCRIPTION**

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| Post title: | **The Solent Cluster Knowledge Exchange Enterprise Fellow** | | |
| School/Department: | School of Engineering / Southampton Marine and Maritime Institute (SMMI) | | |
| Faculty: | Faculty of Engineering and Physical Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Enterprise pathway | | |
| Posts responsible to: | Principal Investigator | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based | | |

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| Job purpose |
| To contribute to the successful delivery of enterprise projects under the supervision of a project leader. Consult effectively in the field of mission zero decarbonisation strategies and build client relationships. To undertake leadership, management and engagement activities, contributing to the effective management, administration of Enterprise activities and co-generating new research opportunities based on insights from external partners. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Carry out Enterprise activities such as consulting, applied research, and evaluation work (often under supervision of a project leader). | 30 % |
|  | Consult effectively in the field of mission zero decarbonisation directly with clients or other stakeholders external to the University; develop an area of specialism; may be responsible for peer-to-peer relationship management with client staff. | 30 % |
|  | Propose specifications/solutions to meet client and other stakeholder need, including pricing considerations. This can include taking a lead on specific technical offerings within a facility for enterprise clients. | 10 % |
|  | Write and edit reports. | 10% |
|  | Participate in impact and public engagement activities. | 10 % |
|  | Contribute to income generation, e.g., through contribution to developing and winning enterprise projects. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| **Internal**  Southampton Marine and Maritime Institute (SMMI)  Public Policy Southampton  Research Innovation Services  Sustainability and Resilience University Strategic Interdisciplinary Institute.  **Wider research community**  External policy audience including (but not limited to):  The Solent Cluster, The Solent LEP, ExxonMobil, Industrial Decarbonisation Research and Innovation Centre; Department for Business, Energy and Industrial Strategy ; Department for Transport, M3 LEP, Hampshire County Council, Southampton City Council, Gosport County Council, FutureSouth, GreenTech South, Maritime and Coastguard Agency, Health and Safety Executive, Oil and Gas Agency, MarRI-UK, Maritime UK, Maritime UK Solent, Waterbourne (EU), Lloyds Register and LR Foundation, Society of Marine Industries, International Maritime Organisation. |

| Special Requirements |
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| Ability to travel nationally and internationally for overnight and short visits to funding agencies and partner organisations |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in, but not limited to, engineering, physical sciences, policy or social sciences  Experience of working with multiple collaborators from different sectors  Application of research to drive impact in wider community  Demonstrable skills in synthesising scientific literature  Experience of delivering knowledge exchange and enterprise activities. | Knowledge of decarbonisation and energy systems | CV and interview |
| Planning and organising | Able to organise own research/ consultancy activities to deadline and quality standards  Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy. | Experience of successful project management. | CV and interview |
| Problem solving and initiative | Able to develop understanding of complex problems and apply in-depth knowledge to address them  Able to develop original techniques/methods |  | CV and interview |
| Management and teamwork | Able to supervise work of junior staff, delegating effectively  Able to contribute to School/Department management and administrative processes  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development | Experience of successfully managing and developing staff. | CV and interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Able to present research results at group meetings and conferences  Able to write up research results for publication in leading peer-viewed journals  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes | Evidence of development of policy and similar documents including research proposals | CV and interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Proactive in promoting a working environment that is inclusive and engaging; recognising the value diversity brings. |  |  |
| Special requirements | Able to attend national and international conferences to present research results |  |  |

**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 |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |