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| Last updated: |  |

**JOB DESCRIPTION**

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| Post title: | **Senior Enterprise Fellow** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2311 – Higher education teaching professional or  2119 - Natural and social science professional ( dependant on % split of key accountabilities) | | |
| School/Department: | Southampton Business School | | |
| Faculty: | Social Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 5 |
| \*ERE category: | Enterprise pathway | | |
| Posts responsible to: | Director of Knowledge Exchange and Enterprise | | |
| Posts responsible for: | None | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| Develop and manage enterprise activities within Southampton Business School.  To generate revenue and further SBS reputation, locally, nationally and internationally from entrepreneurial activity.  To undertake leadership, management and engagement activities. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Build relationships and develop new links with industrial partners and external organisations in enterprise areas such as consultancy, applied research, service provision, student engagement, technical recruitment, and development of Executive Education offerings to match client or stakeholder needs. Produce practitioner-focused outputs such as reports, White Papers, etc. | 75% |
|  | Contribute to income generation, e.g. through developing and winning enterprise projects. Monitor and ensure effective management of assets and budgets allocated as part of the role. |
|  | Develop and manage specific enterprise activities and other projects to achieve client or stakeholder requirements, providing technical and administrative support and managing project finances e.g. consulting, testing, experimental, or evaluation activities or other specific, specialist services (e.g. applied research, service provision, Executive Education / CPD, or facilitating spin-offs) for clients, customers and stakeholders external to the University. |
|  | Coordinate a programme of enterprise engagement, in line with the wider School and University objectives. |
|  | Develop research activities by sustaining a personal research plan. Manage the application of a range of research methodologies, approaches and techniques appropriate to the type of research personally being pursued with a focus on real-life impact and funding proposal writing. | 10% |
|  | Attend and participate in national committees and working groups. | 10% |
|  | Participate in appropriate University-wide projects or working groups. |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Direct report to Director of Knowledge Exchange and Enterprise, Southampton Business  Colleagues within the school.  Associate Dean Enterprise and enterprise colleagues across the School, Faculty and University |

| Special Requirements |
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**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 a discipline that supports the research agenda of the Business School.  Growing and consistent national reputation in a discipline that supports the research agenda of the Business School.  Track record of consultancy activities  Knowledge of core discipline taught on the undergraduate or postgraduate programmes. | Membership of relevant professional body.  Teaching at undergraduate and/or postgraduate level |  |
| Planning and organising | Proven ability to organise a range of high-quality consultancy activities to deadline and quality standards.  Proven ability to develop innovative consultancy proposals and attract partnerships/funding. |  |  |
| Problem solving and initiative | Able to identify broad trends to assess deep-rooted and complex issues  Able to apply originality in modifying existing approaches to solve problems |  |  |
| Management and teamwork | Able to undertake coordinating role in School/Department/university  Able to monitor and manage resources and budgets  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development  Able to deliver the Line Manager’s expectations as stated in Appendix 2 | Able to manage, motivate and coordinate immediate team, delegating effectively. Able to formulate staff development plans, if appropriate |  |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Track record of presenting results at group meetings and conferences  Able to persuade and influence at all levels in order to foster and maintain relationships  Able to resolve tensions/difficulties as they arise  Able 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 | Compliance relevant Health & Safety issues  Positive attitude to colleagues and students  Able to show an understanding of equality, diversity and inclusion matters.  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 School / University |  |  |
| Special requirements | Able to travel nationally and/or internationally |  |  |

**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 |  |  |  |

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

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| **All staff** | **Behaviour** |
| **Personal Leadership** | I take personal responsibility for my own actions and an active approach towards my  development |
| I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly |
| I show pride, passion and enthusiasm for our University community |
| I demonstrate respect and build trust with an open and honest approach |
|  | |
| **Working Together** | I work collaboratively and build productive relationships across our University and beyond |
| I actively listen to others and communicate clearly and appropriately with everyone |
| I take an inclusive approach, value the differences that people bring and encourage others  to contribute and flourish |
| I proactively work through challenge and conflict, considering others’ views to achieve  positive and productive outcomes |
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| **Developing Others** | I help to create an environment that engages and motivates others |
| I take time to support and enable people to be the best they can |
| I recognise and value others’ achievements, give praise and celebrate their success |
| I deliver balanced feedback to enable others to improve their contribution |
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| **Delivering Quality** | I identify opportunities and take action to be simply better |
| I plan and prioritise efficiently and effectively, taking account of people, processes and  resources |
| I am accountable, for tackling issues, making difficult decisions and seeing them through  to conclusion |
| I encourage creativity and innovation to deliver workable solutions |
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| **Driving Sustainability** | I consider the impact on people before taking decisions or actions that may affect them |
| I embrace, enable and embed change effectively |
| I regularly take account of external and internal factors, assessing the need to change and  gaining support to move forward |
| I take time to understand our University vision and direction and communicate this to  others |

Appendix 2. Line Manager Expectations

The statements below provide additional clarity on what is expected of our line managers and supervisors.

Managing People: Manage and support your peoples work productivity, performance, wellbeing and development to maximise their contribution and enable personal growth.

Managing the Student and Customer Experience: Ensuring our students and the customer are at the centre of everything we do, always considering their needs before acting, to ensure we deliver a high quality experience every time.

Managing Financial Decisions: Make well informed and timely financial decisions with an understanding of the consequences and impact on the financial sustainability of the University.

Managing Compliance: Understand and apply the University regulations, policies, guidelines, and legal requirements to ensure continued operational compliance.

Managing Risk: Identify potential risks, assess probability and impact and take appropriate steps to mitigate the risk or maximise potential benefits.