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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Principal Enterprise Fellow, Future Worlds** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2434/99 Business and related research professionals n.e.c. | | |
| School/Department: | Future Worlds, Electronics and Computer Science | | |
| Faculty: | Faculty of Engineering and Physical Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 6 |
| \*ERE category: | Enterprise pathway | | |
| Posts responsible to: | Future Worlds Director | | |
| Posts responsible for: |  | | |
| Post base: | Office-based | | |

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| Job purpose |
| The purpose of the role is to take the lead in driving strategic business growth and income generation for Future Worlds, attracting external funding to grow and develop major new and existing enterprise activities, and to undertake leadership, management and engagement responsibilities.  Leveraging the track record of Future Worlds, the research and education strengths across the Faculty, and the expertise of colleagues, the role holder will find, co-create, and secure major new enterprise activities and funding streams for Future Worlds and the Schools across the Faculty. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Take the lead role in income generation for Future Worlds: attracting external funding to grow and develop major new and existing enterprise activities, generating new income streams for Future Worlds and enhancing the reputation gained from Future Worlds activities; including supporting the development of spin out companies. | 30% |
|  | Take a lead role in building strategic relationships at a senior level externally with funding bodies, collaborators and partners, and internally with staff, academics and researchers to find, co-create, secure and manage a significant range of major, new enterprise activities and funding streams for Future Worlds and the Schools across the Faculty. | 25% |
|  | Define, negotiate and secure projects and programmes of work with internal and external stakeholders, liaising with senior management to align priorities and outcomes between Future Worlds and other stakeholders. | 15% |
|  | Contribute to developing innovative approaches to enterprise activity which advance techniques and standards and serve as a contribution to broader debate. May lead on the introduction of new innovative practice in enterprise across the wider School/Department, Faculty, or University. | 10% |
|  | Contribute to business planning of Future Worlds activities. | 20% |
|  | Contribute to the development and management of staff and resources. |
|  | Represent the University in the subject community externally. Attend and participate in or chair national or international panels and working groups, representing the University as a lead expert. |
|  | Participate in impact and public engagement activities. |
|  | 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 Future Worlds leadership team * Member of relevant School and Faculty enterprise boards and committees * Enterprise staff across the Faculty and wider University, in particular, a peer group of principal enterprise fellows * External funders relevant to Future Worlds, particularly EPSRC, Innovate UK, other Government departments, RAEng, ERA Foundation * Professional Services including Research and Innovation Services, Legal, Finance, Research Governance, Planning and Communications * Board-level directors and senior managers in industry and other network organisations (e.g., KTNs, Sector Consortia, Department for Science, Innovation and Technology, Department for Business and Trade) * Senior Managers in external funders relevant to Future Worlds, to inform and influence future strategy * Professional advisers in specialist areas to assist in opportunity evaluation * Senior Professors, Researchers and PhD students at Southampton and potential partner Universities |

| Special Requirements |
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| Travel nationally and internationally to promote, support and develop Future Worlds activities.  Willingness to work non-standard hours as reasonably required to fulfil role (e.g., occasional out of hours events and meetings offsite, conference calls with overseas partners). |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in electronics, computer science or relevant tech discipline  Knowledge of startups, spinouts or the commercialisation of research.  Extensive track record of enterprise activities.  Significant track record of achievement in securing grant funding  Ability to cultivate strong networks and build links with the wider community and with business, industry and other stakeholders and represent the University nationally. | Membership of relevant professional bodies.  Experience of launching or working in a startup or University spinout or experience of managing activity to support startups or spinouts  Knowledge and awareness of sector strategies and developments and the strategies of the funding bodies  Knowledge and experience of governance procedures, within a Higher Education institution and across regulatory boards |
| Planning and organising | Proven ability to plan and shape the direction of an area of enterprise activity with substantial impact on finance and/or reputation of the University  Proven ability to lead major activities, developing partnerships and attracting significant funding  Proven ability to build project teams  Able to contribute to the development of policy within the School/Department |  |
| Problem solving and initiative | Able to develop significant new concepts and original ideas within own field in response to intractable issues of importance to the enterprise area |  |
| Management and teamwork | Able to mentor, manage, motivate and coordinate enterprise team, delegating effectively. Able to resolve performance issues and formulate staff development plans, where appropriate, to ensure team aims are met  Able to foster and develop good relationships between own School/Department and the rest of the University. Able to work proactively with senior colleagues to develop cross-School/Department and institution cooperation and effectiveness  Able to monitor and manage resources and budgets  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Extensive track record of presenting results at group meetings and with enterprise stakeholders and/or funding bodies  Able to persuade and influence at all levels in order to foster and maintain relationships, resolving tensions/difficulties as they arise  Able to provide expert guidance and to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems  Able to negotiate for the School/Department on key issues  Able to develop and lead key communications strategies |  |
| Other skills and behaviours | Compliance with relevant Health & Safety issues  Understanding of Equality, Diversity and Inclusion matters as they apply to this role and areas and to lead on addressing issues identified.  Ability to demonstrate alignment with the University’s core values in all areas of work, and champion those behaviours. |  |
| Special requirements | Able to attend national and international conferences |  |

**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 |  |  |  |