|  |  |
| --- | --- |
| Last updated: | February 2025 |

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Post title: | **Biofilm Alliance Enterprise Fellow** |
| School/Department: | School of Biological Sciences/National Biofilms Innovation Centre  |
| Faculty: | Faculty of Environmental and Life Sciences  |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Enterprise pathway |
| Posts responsible to: | NBIC Biofilm Standards and Regulatory Programme Manager |
| Posts responsible for: | n/a |
| Post base: | Office-based |

|  |
| --- |
| Job purpose |
| To contribute to the successful delivery of the Innovate UK-funded Biofilm Alliance project, under the supervision of a project leader. The role involves performing gap analyses of biofilm standards and regulations within one of the project’s key industry sectors—the food sector. The post holder will act as an ambassador for the Biofilm Alliance initiative, building stakeholder relationships, preparing publications and website content, and participating in events such as meetings, workshops, and conferences. In addition, the role will also support the project team in the daily administrative tasks, reporting to founder and organisation of project events.  |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | Under the supervision of the project leader and in collaboration with members of the Biofilm Alliance team, carry out comprehensive gap analyses of existing and emerging biofilm standards and regulations within the food sector.Undertake desk-based research, including literature reviews, surveys, and consultations with relevant stakeholders, to identify regulatory requirements and opportunities.Take the lead in synthesising research findings and presenting them through clear and well-structured reports, presentations, and publications.Where necessary, support the Biofilm Alliance project team in performing similar gap analyses for related sectors, such as water systems, built infrastructure, and industrial processes. | 30 % |
|  | Take the lead in preparing publications resulting from project activities, which may include reports, protocols, white papers, and position papers, as determined by the Biofilm Alliance project team.Contribute content to the dedicated Biofilm Alliance project website, ensuring information is accurate, engaging and up to date.Collaborate closely with other members of the Biofilm Alliance project team, as well as the NBIC Marketing and Communication Manager, to ensure the effective dissemination and promotion of project outputs. | 30 % |
|  | Proactively develop relationships and establish new links with academic, industry, metrology, and regulatory partners.Develop and manage effective relationships with a defined subset of strategic partners, acting as a professional contact point and representing NBIC, the Biofilm Alliance Project Team, and their collective interests.Maintain a strong network of contacts, identifying and promoting opportunities that shape and influence the Biofilm Alliance network.Keep abreast of emerging regulations and policy developments, ensuring that relevant information is effectively shared with colleagues and disseminated via appropriate media and networks. | 10 % |
|  | Assist in the planning, organisation, and facilitation of project events, including industry-focused workshops and the Biofilm Innovation and Regulations conference.Actively participate in these events, engaging with attendees and ensuring their smooth operation.Prepare and edit reports based on workshop discussions and outcomes, ensuring they are accurate, clear, and effectively communicate key insights. | 20 % |
|  | Participate in impact and engagement activities at conferences, workshops and network events to raise awareness of and promote the area of biofilm standardisation and regulations across industry sectors.  | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| * Team of the Biofilm Alliance Project, including partners form the University of Swansea, Manchester Metropolitan University and Industrial Microbiological Services Limited.
* NBIC Operational Team
* Other members of the department/University staff at any of the 63 NBIC Research Organisation Partners
* Industry and End-user partners
* UK Regulators
* Relevant suppliers, contractors and external contacts
* Research and Innovation Service staff – especially Business Engagement and Technology Transfer Managers and those involved in enterprise activities.
* Other Professional Services staff particularly: Finance, Procurement and Legal.
* Funding Bodies, Businesses, business networks, training providers and other organisations as appropriate to promote Biofilm Alliance activities.
* NBIC Executive Management Team
* NBIC Industry Advisory Board
 |

| Special Requirements |
| --- |
| Willingness to work: * This role is based at the University of Southampton with hybrid working arrangements acceptable if desired. There is a requirement to attend the NBIC office at Southampton on a regular basis.
* Occasional non-standard hours and travel on business as required.
 |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in a relevant scientific, regulatory, or technical field (e.g. microbiology, biofilm research, food science, regulatory science).Proven experience in conducting comprehensive desk-based research, including literature reviews, ideally within a scientific or regulatory context.Demonstrable capability in analysing and interpreting complex information, and in identifying gaps and opportunities for innovation or development.A track record of producing high-quality written outputs (e.g. reports, protocols, peer-review publications), with the ability to communicate findings clearly and effectively to diverse audiences.Experience in building and maintaining collaborative partnerships.Evidence of effective presentation and communication skills, both written and verbal, including experience disseminating findings through presentations, workshops, websites, or similar platforms. | Membership of relevant professional body.Experience of working with partners from various stakeholder sectors.Experience of working in an interdisciplinary research environment. Familiarity with the regulatory and policy landscape relevant to biofilms in the food sector, or related sectors such as water systems and infrastructure.Experience in stakeholder engagement and relationship management | Application form and interview |
| Planning and organising | Ability to organise own research and activities to deadline and quality standardsProven ability to plan, coordinate, and deliver multiple concurrent workstreams or projects, ensuring that deadlines and quality standards are consistently met.Strong project management skills, with the capacity to prioritise tasks, allocate resources efficiently, and adapt to changing priorities or requirements.Excellent organisational and time management skills, with attention to detail and the ability to maintain accurate records. | Demonstrable experience in organising and facilitating events (e.g. workshops, conferences), including managing logistics, liaising with stakeholders, and overseeing effective on-site operations. | Interview |
| Problem solving and initiative | Demonstrable ability to apply analytical and critical thinking skills to identify, interpret, and address complex problems e.g. scientific, regulatory.Proactive approach to initiating improvements, exploring innovative solutions, and adapting methodologies or strategies in response to emerging challenges.Capacity to work independently, using initiative to drive progress on tasks and projects, while seeking guidance when required.Evidence of creativity and resourcefulness in overcoming obstacles, capitalising on opportunities, and enhancing project outcomes. |  | Interview |
| Management and teamwork | Proven ability to work effectively as part of a dynamic, multidisciplinary team, demonstrating respect, cooperation, and clear communication with colleagues at all levels. Understanding the strengths and weaknesses of others to help teamwork development.Strong relationship-building skills and a commitment to maintaining positive working relationships with both internal and external partners. | Ability to formulate development plans for own work to meet current and future skill needs.Able to monitor and manage resources and budgetsExperience coordinating with multiple stakeholders, managing expectations, and ensuring that individual contributions align with shared project objectives. | Interview |
| Communicating and influencing | Proactive approach to working with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes.Excellent written and verbal communication skills, with the ability to convey complex information clearly, concisely, and persuasively to diverse audiences.Demonstrated experience in preparing high-quality reports, presentations, and publications, and in delivering these effectively to team and stakeholders.Capacity to adapt communication style and approach to different settings and audience needs, building mutual understanding and collaborative decision-making. | Able to develop and lead key communications strategies Proven ability to engage with, influence, and build rapport with a wide range of stakeholders, including academics, industry professionals, regulatory authorities, and policymakers. | Interview |
| Other skills and behaviours | Demonstrable high degree of initiative, resilience and creativity.Ability to appreciate NBIC priorities and to apply these in managing work outcomes.Understanding of relevant Health & Safety issuesPositive attitude to colleagues and students |  | Interview |
| Special requirements | Able to work to tight deadlines.Willingness to attend national and international meetings and conferences. |  |  |

**JOB HAZARD ANALYSIS**

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

|  |  |
| --- | --- |
| [x]  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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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  |  |  |  |