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Job Description

Post title:

Head of ICURe Regional Hub, Wales, and SW West

Date last updated/evaluated: January 2025

Author: Rosy Jones

School / Department: Research & Innovation Services

Faculty / Directorate: Professional Services

Job Family: Management, Specialist and Administrative (MSA)

Grade: Level 5

ERE Pathway (if applicable): Not applicable

Post reporting to: Head of ICURe, SETsquared Partnership

Post line report(s): None

Post base location: Hybrid: Campus / Home **:** nominated SETsquared University Partner

Job purpose: The Head of Regional Hub will act as the lead programme manager to develop, plan, promote and expand the ICURe Programme for a focused UK region and national devolved administration (Wales and South West England) working closely with a range of stakeholders across UKRI, Innovate UK, Universities, and research-intensive institutions, and with external partners from both the public and private sectors.

## Key accountabilities and indicative time allocation:

1. **30%**

Operational regional hub management and projects

* To lead the day-to-day coordination of operational aspects involved in the establishment of regional networks of ICURe Hubs, including stakeholder engagement, programme design and the development and monitoring of long- term strategy and planning.
* Manage multiple work streams of activity, including leading strategic projects and enterprise activities to achieve client or stakeholder requirements.
* To manage a number of major work-stream activities, contributing to the long-term ‘sustainability’ of the ICURe programme business plan, integration of strategic project improvement activities, improving communications/marketing strategies, and identification of new and relevant programme priorities and management of internal and external partnerships
1. **25%**

Programme delivery and national ecosystem.

* To work closely with Innovate UK senior leadership to align planned activity with the strategic research, innovation, and skills priorities of Innovate UK and UKRI.
* Working alongside IUK senior leadership, delivery partners and key stakeholders to ensure the successful rollout and communication of the revised programme structure during 2025/26. Including the integration of Investor Partnerships and new pathways supported by UKRI and aligned incubators and accelerators.
* To support and evolve the national spinout ecosystem, building a framework that has strong ties with Business Growth Advisors/Specialists to support spinouts from Exploit programme stage onward, ensuring they understand and are sign posted into the wider IUK offer and build productive relationships within their regional partners’ ecosystems.
* To build long-term partnerships with key regional and national funding organisations to maximise opportunities for external funding, long-term financial sustainability, and delivery of commercial outcomes.
1. **15%**

Communication and relationships

* Report and advise at senior levels within the ICURe Programme (e.g., Innovate UK, Directors, Delivery Partners and HEIs). Build relationships and develop new links with external organisations such as industrial partners in enterprise areas of consultancy, applied research, service provision, student engagement, technical recruitment, and development of educational offerings to match client or stakeholder needs.
* As necessary to also connect with non- ICURe spinouts and link them to the appropriate IUK products and services.
* To develop and cultivate positive relationships with regional ICURe spinouts post programme to ensure they are connected into support interventions from Innovate UK Business Connect, Business Growth and other regional/national based activity to maximise their opportunities for growth.
* To create powerful ecosystem connections with research centres and strong networks within the local innovation eco-systems. To increasingly integrate the ICURe alumni base into the ecosystem and secure retention of entrepreneurial researchers in their region.
1. **15%**

University engagement and interaction

* To widen participation and increase the equality and diversity of the ICURe programme particularly amongst smaller research and regionally focused institutions. Develop strategies to drive positive change, increase the visibility and accessibility of the ICURe programme and drive the support for these activities.
* To develop and establish hub level governance arrangements, ensuring that key decisions are anticipated, identified, and transparently resolved/ escalated as appropriate.
* To advise senior funder/programme leadership in a timely manner and report to key committees on major strategic issues or commercial opportunities arising from activities.
* To act as a single point of contact and subject matter expert on the ICURe regional hub, managing and advising support teams/ work-stream leads on all aspects of all operational activity.
* To identify and develop linkages across regional hubs both internally and externally, seeking to identify areas of collaborative working and develop areas of mutual commercial benefit.
1. **5%**

To deputise for the Senior programme leadership as required, making decisions on day-to- day project level.

1. **5%**

Take a leading role in policy and service development. Translate agreed policies into operational plans and procedures that may be adopted across delivery partners as agreed.

1. **5%**

Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships:

Internal - With ICURe Team; Central SETsquared Team; and wider KEE team as appropriate.

External – With Innovate UK (primary contact); other Heads of Hub; HEIs, PSREs and Research Councils across the UK.

Special requirements:

Ability to work from home and to travel extensively when required.

# Person Specification – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

**Knowledge, Experience and Qualifications**

Essential

* Formal qualification(s) equivalent to Level 7 of the Regulated Qualifications Framework e.g. master’s degree, postgraduate certificate, diploma or Level 7 award, certificate, (or equivalent level of knowledge gained through work experience or training) diploma. A detailed administrative experience of the ICURe Programme and able to articulate the expectations on teams attending the programme.
* Extensive experience of working within a technology transfer, research funder or investor environment.
* Clear, demonstrable experience of research commercialisation processes
* Significant senior management experience within the Innovation, commercialisation, or investment sector.
* Detailed evidence of knowledge of the current regional and national research policy and funding environment.
* Requirement to travel nationally and internationally regularly, sometimes at short notice.

Desirable

* PhD qualification in a relevant area or significant experience of working in a research environment.
* Experience of research process within a university (e.g. PhD, DTC, or post-doctoral research experience. .

**Teamwork and Communication**

Essential

* Strong track record of working successfully with academic stakeholders to deliver commercial outcomes.
* Evidence of sustained partnership building activities with stakeholders, including government, business, and investors.
* Strong oral communication style and evidence of successful partnership working with senior leaders across a range of stakeholders.
* Evidence of delivering comprehensive briefings and plans to senior leaders within a complex organisation.
* Strong empathy and understanding of academia, research commercialisation and innovation and the challenges and opportunities facing the sector.

Desirable

* Evidence of working with major R&D centres across GB, Ireland, Europe

**Planning, Organisation and Resource Management**

Essential

* Clear, demonstrable evidence of leading the development of large-scale programmes (£1m+) and the creation of impact from these.
* Plans and manages significant new opportunities for the ICURe programme, ensuring plans complement wider strategic plans.
* Evidence of financial management and financial planning and monitoring activity on large scale programmes (£1m+).

**Problem Solving and Initiative**

Essential

* Formulates development plans to meet current and future skill requirements.
* Applies knowledge, experience and understanding of a commercialisation and innovation to inform work plans, based on a detailed understanding of the national environment for this area.
* Uses initiative, professional and/or specialist judgement and originality to resolve problems and develop revised policies and procedures, where required.

# Job Hazard Assessment

A full health clearance is required for this role where any hazards marked “**^**”, using the agreed Occupational Health referral template [available from here](https://sotonac.sharepoint.com/teams/HealthWellbeing/SitePages/Occupational-Health.aspx). Where a full health clearance is required, this will apply to all role holders, including existing members of staff.

## Physical Environment

Working outside **^** Not applicable

Exposure to noise levels >80dbA **^** Not applicable

Working with dust or fumes **^** Not applicable

Working with skin irritants **^** Not applicable

Working with chemicals (industrial or cleaning) **^** Not applicable

Working in a confined space **^** Not applicable

Working at height **^** Not applicable

Working with sewage **^** Not applicable

Contact with cytotoxins **^** Not applicable

Exposure Prone Procedure (EPP) work **^** Not applicable

Contact with clinical specimens or pathology work **^**  Not applicable

Direct patient care or patient contact Not applicable

Exposure to temperature extremes Not applicable

Frequent hand washing Not applicable

Ionising radiation Not applicable

## Psychological and Social Environment

Working shifts **^** Not applicable

Working nights **^** Not applicable

Lone working Occasionally <30% Time

Working with children Not applicable

Exposure to persons with challenging behaviourNot applicable

Working with larger groups Occasionally <30% Time

## Equipment, Tools and Machines

Working with vibrating machinery or tools **^** Not applicable

Driving duties e.g. LGV, PCVs, forklift trucks **^** Not applicable

Food handling Not applicable

Contact with latexNot applicable

## Physical Abilities

Prolonged physical movements or actions e.g. walking **^** Not applicable

Prolonged Standing or Sitting **^** Not applicable

Moving or handling heavy loads **^** Not applicable

Repetitive pulling or pushing **^** Not applicable

Repetitive climbing (steps, stools, ladders, stairs) **^** Not applicable

Repetitive crouching, kneeling or stooping Not applicable

Repetitive lifting Not applicable

Fine motor grips (e.g. pipetting) Not applicable

Repetitive reaching below shoulder height Not applicable

Repetitive reaching at shoulder height Not applicable

Repetitive reaching above shoulder height Not applicable

# Behaviours

Our [Inclusion and Respectful Behaviour Policy](https://www.southampton.ac.uk/about/governance/regulations-policies/policies/inclusion-respectful-behaviour) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our University strategy.

**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 demonstrate 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.

**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 be.

 - I recognise and value others’ achievements, give praise and celebrate their success.

 - I deliver balanced feedback to enable others to improve their contribution.

**Delivering Quality**

 - I identify opportunities and take action to make improvements.

 - 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 their conclusion.

 - I encourage creativity and innovation in others, to deliver workable solutions.

**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 for change, and gaining support to move forward.

 - I take time to understand our University strategy and communicate this to others.