

**Senior Business Manager**

Applications are invited for the position of **Senior Business Manager** in the Physical Sciences and Engineering team of UCL Business Ltd.

The following application information is enclosed:

1. Information on UCL Business
2. Job Description
3. Person Specification
4. Terms and Conditions of Appointment

To apply, please send a copy of your CV, together with a covering letter explaining how you meet each of the key requirements for this role as listed in the person specification, giving examples that clearly demonstrate your skills, knowledge and experience to Danielle Gouldson at [jobs@uclb.com](mailto:jobs@uclb.com)

The closing date for applications is 25th June 2021

Please note that we will disregard any applications which do not contain the documents specified above and only shortlisted candidates selected for interview will be contacted on or before 2nd July 2021.

You are advised to submit your application as soon as possible as we reserve the right to close the advertisement once we have received sufficient applications.



**INFORMATION ON UCL BUSINESS LTD**

University College London (UCL) is one of the UK’s top research-led universities, a world-class multi-disciplinary research and teaching institution whose staff and former students have included 29 Nobel Prize winners. Founded in 1826, UCL was the first university in England to admit students regardless of race, religion or gender. It continues to thrive on the creativity and diversity of its community which today comprises 15,244 staff and 48,168 students from 150 countries across the globe. UCL has an annual turnover approaching £1.2b.

UCL Business Ltd (UCLB) is a wholly owned subsidiary of UCL and set up as an independent company with its own board of directors consisting of two executive and seven non-executive directors responsible for setting the business direction for the company within the scope of an over-arching Enterprise strategy set by UCL’s Vice-Provost of Enterprise. UCLB supports UCL and its researchers in technology commercialisation activities and works closely with and provides commercialisation services to many of UCL’s partner hospitals. This reflects UCLB’s mission: *To help support and commercialise research from UCL and NHS trusts associated with UCL for the benefit of humankind in its widest sense*.

UCLB’s principal responsibility is to deliver UCL’s commercial-facing intellectual property and related activities through the exploitation of innovations from its biomedical, life and physical sciences departments. UCLB supports the mission of UCL by delivering research impact, generating income, through securing translational grants and commercial collaborations and building value in a portfolio of equity and licence interests for future impact and income to benefit UCL and its researchers.

UCLB is recognised as a leading technology commercialisation company within the UK and globally and has an impressive and successful track record of creating licences and spin-outs over a 25-year period. Its expertise and reputation for identifying, protecting and commercialising promising new technologies and innovations is enviable with many of its spin-outs and licensees employing numerous people, generating economic wealth and manufacturing and selling products across the world to improve lives.

UCLB invests directly in development of innovations to maximise the potential of the research and manages the commercialisation process of technologies from the early stages of seeking to identify novel ideas, through the development stage to commercialisation using its expertise from intellectual property (IP) protection, project management and product development, through to IP licensing, creation of spin-out companies with the aim of maximising the commercial potential and ultimate impact of new technologies, discoveries, materials and processes. With its recently created £50m dedicated UCL Technology Fund and access to the £40m Apollo Therapeutics Fund (with a focus on life sciences), UCLB is well placed to progress many of its projects rapidly through to commercialisation.

The activities of UCLB are nominally split into two sections principally covering biomedical areas and physical sciences, engineering and arts activities. These two sections operate under their respective director, in a complementary fashion to facilitate multi-transactional and inter-faculty transactions. Supporting these sections are the Partnership and Alliance team, business and legal affairs, marketing and the financial and administrative offices, each with their respective director or manager.



JOB DESCRIPTION

**Job Title:** Senior Business Manager

**Department:** Physical Sciences and Engineering

**Research Area:** Opportunities arising across Electrical and Electronic Engineering, Physics & Astronomy and the London Centre for Nanotechnology

**Job Purpose:**

This post is a key position within UCLB and is expected to play a significant role in initiating and maintaining an effective commercialisation strategy both internally and externally. The post holder will report to the Director of Physical Sciences, Engineering, Built Environment and Social Sciences.

The post holder will be responsible for the Knowledge Transfer (KT) activity of the designated research with the objective of satisfying key impact and income related performance indicators.

**Key Responsibilities**

1. Establishing and maintaining links with relevant academic departments and other academic institutions.
   1. Promote the profile and reputation of UCLB with academics throughout UCL Departments/Institutes with a particular focus on departments relevant to the research areas (e.g. Electronic & Electrical Engineering, Physics and Astronomy, and the London Centre for Nanotechnology).
   2. Encourage flow of potential commercial technologies from relevant departments and institutes by raising awareness of commercial opportunities through seminars and courses involving speakers from both industrial and grant awarding organisations.
2. Responsible for co-ordinating the commercial activities within the designated research area.
   1. Liaise with academic managers to identify, develop and promote the services provided by the Departments/Institutes for research and development, consultancy and technology transfer.
   2. To liaise with the academic managers and commercial clients to monitor and evaluate the quality of services provided.
   3. Explore and where appropriate develop new commercialisation initiatives in conjunction with UCL Innovation & Enterprise / relevant UCL departments in order to enhance IP translation capability.
3. Establish and Maintain Commercial Relationships.
   1. Develop and maintain relationships with commercial organisations, promoting the commercial activities of designated Departments/Institutes.
   2. Improve and develop collaboration between UCL and new or existing business clients and develop business networks including opportunities to provide knowledge transfer services to third parties on a paid basis.
   3. Enhance the presence of UCLB in the commercial sector through attendance at meetings, conferences and membership of professional bodies, such as the PraxisAuril and ASTP.
4. Intellectual Property Management
   1. Identify and assess scientific and market feasibility of new technologies and initiate patent protection where necessary, facilitating communications between the inventor and patent attorney.
   2. Identify and approach potential licensing partners and negotiate terms.
   3. Administer patent prosecution and maintenance, liaising with the inventor and patent attorney.
   4. Ensure necessary agreements are in place for appropriate transfer of intellectual property, both background and foreground, into spin-out companies.
   5. Complete revenue sharing and assignment documents, and negotiate revenue sharing with other academic institutions in the case of collaborative inventions.
   6. Identify those technologies which would be synergistic if developed as a group, and which answer unmet market needs, and bring the relevant academics together to enhance the technology package.
   7. Provide manager with updates of project progress as necessary.
   8. Advise academics giving outside lectures on areas concerning IP issues.
   9. Provide monthly reports of project progress.
   10. Liaise with UCLB’s Legal Affairs team in areas such as the provision of Confidentiality Agreements for relevant Departments/Institutes and provide IP advice to both academics and to UCL’s Contract Research Office on IP clauses within these agreements.
   11. Maintain and update records of projects in patent and project database, Inteum.
   12. Play active role in UCLB meetings.
5. Commercialisation

Determine and execute commercialisation strategies for emerging UCL IP and technologies. In the case of licensing opportunities this is likely to include:

* 1. Market Assessment Activities including primary and secondary market research.
  2. Prepare technology brief for circulation through web sites, email and direct posting to potential licensees as soon as technology can be disclosed.
  3. Arrange meetings and assist with presentation of technology to potential licensees.
  4. Lead negotiations and finalise all necessary agreements to license the technology, including evaluations, options and licences.
  5. Ensure progress of licensees, and monitor progress, with audits where necessary.

For spinout opportunities, this is likely to include:

1. Market Assessment Activities including primary and secondary market research.
2. Advise company founders on business plan construction and strategic direction. This will include activities such as identification of potential customers for the spinout company’s products/services, determining clear route to market for the technology and assessment of gaps in the management team.
3. Prepare materials for presentation of spinout company business case to relevant UCLB’s directors and UCLB board (if investment being sought).
4. Once initial stage is approved, assist in development of full business plan suitable for fund-raising and assist where required in identification of potential investors.
5. If requested, represent UCLB’s interests on the board of the spinout company.

In carrying out the above duties the Senior Business Manager is expected to:

* Work expeditiously and with professionalism to ensure the business is organised efficiently
* Maintain absolute confidentiality regarding sensitive personnel, financial and commercial information
* Adhere to UCLB policies including organisational standards, financial regulations and equal opportunities.
* Participate in staff meetings and training as required
* Maintain an awareness and observation of fire and health & safety regulations

To undertake any other duties that are within the scope, spirit and/or purpose of the job, the title of the post and its remuneration as requested by the line manager/director.

**Note**: The duties described above reflect the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and may be subject to amendment in consultation with the post holder.

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**PERSON SPECIFICATION**

This form lists the essential (E) and desirable (D) requirements necessary to fulfil the role. The competencies will be observed in one of the following ways: by application (A), by interview (I) or by test (T). Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job Title:** Senior Business Manager

**Department:** Physical Sciences and Engineering

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| **Competency** | | | |
| Qualifications | Suitable professional qualifications or equivalent experience, preferably in project management or management. | A | D |
| Appropriate and relevant first degree in an Engineering or Physical Sciences discipline | A | E |
| Post-graduate qualification in an Engineering or Physical Sciences discipline | A | D |
| Knowledge & Experience | Comprehensive experience of working in a demanding and relevant technology commercialisation environment. Can demonstrate that they have the ability to command the confidence of all those reliant on the effective delivery. | A, I | E |
| Extensive experience of technology/opportunity assessment in the advanced materials and clean technologies sectors with demonstrable results. Also practical experience in the legal and technical aspects of contract, collaboration, licensing and corporate agreements in this sector. | A, I | E |
| Ability and experience of handling a challenging role with confidence, demonstrating initiative, self-motivation and attention to detail. | A, I | E |
| Experience of grant funding of projects and knowledge of academic funding sources. | A, I | D |
| Ability to demonstrate excellent organisation skills, being able to prioritise work and meet deadlines, and work independently without undue supervision. | A, I | E |
| Experience and proven ability in preparing and presenting reports that are clear, concise, accurate and appropriate for a diverse audience verbally and in writing. | A, I | E |
| Able to handle numerous projects simultaneously, whilst also enjoying an energetic working environment. | A, I | E |
| Excellent IT skills (Microsoft Word, Excel, PowerPoint, web searching). | A, I | E |
| Communication | Personable and proactive with experience of contract management and ability to demonstrate negotiation and influencing skills with a wide range of stakeholders. | A, I | E |
| Excellent liaison and negotiation skills with the ability to respond appropriately, confidently and sensitively in relation to academic and commercial partners/clients. | A, I | E |
| Strong interpersonal skills with an ability to communicate confidently, intelligently and effectively with academic staff, all levels of management and companies. | A, I | E |
| Teamwork | Ability to work as part of a team. | A, I | E |
| Other Requirements | Willingness to occasionally undertake business travel both within the UK and abroad. | I | D |
| A flexible approach to tasks and hours of work. | I | D |



**TERMS AND CONDITIONS**

**Job title:** Senior Business Manager

**Department:** Physical Sciences and Engineering

**Salary**

The salary range is £50,000 to £65,000 depending on qualifications and experience.

UCLB also operates a performance related pay (PRP) scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based. The PRP year runs from 1 August to 31 July; employees must have achieved a minimum of six months’ service by 31 July in their first year of employment to be eligible for inclusion in the scheme.

**Hours of Work**

The normal hours of work are 35 hours per week, excluding lunch hours. Office hours are 9.00am to 5.00pm, Monday to Friday.

**Place of Work**

Ordinarily the position is based at UCLB’s offices in The Network Building, 97 Tottenham Court Road, London, W1T 4TP. However, we are presently all working from home and this is expected to continue until at least the end of June 2021.

**Pension**

The post holder will be eligible to join the company’s pension scheme. The company operates two pension schemes - SAUL for new employees and USS for any employee joining within one month of leaving the USS scheme.

**Holidays**

The leave year runs from 1 October to 30 September. The holiday entitlement is twenty five working days per annum, which may be taken with the approval of the Director of Physical Sciences and Engineering. There are also eight public holidays, and a further six days leave given to mirror the UCL closure days over Christmas and Easter.

**Probation**

The appointment is subject to receipt of satisfactory references and to a probationary period of nine months.

**Season Ticket Loans**

Season ticket loans are available to staff who have successfully completed their probationary period. UCLB operates a child care voucher scheme. The season ticket loans are processed via a monthly deduction from salary.

**Cycle Loan Scheme**

Cycle loans are available to staff to purchase a bike and associated accessories upon successful completion of probation.

**Voluntary Healthcare Scheme**

Members of staff at UCLB are able to access the voluntary healthcare scheme offered by UCL. The scheme is provided by AXA PPP.

**Professional Subscriptions**

Should you be required to be a member of a professional body in connection within your role, UCLB is willing to pay the cost of the professional subscription/membership with the agreement of your line manager.

**Other**

UCLB operates a no smoking policy.

Staff members are expected to conduct themselves in a professional manner whilst in the work environment and should be well presented.