

Careers at UCLB

Candidate information pack



Introduction to UCL Business



Anne Lane, CEO

I am delighted that you're interested in working at UCL Business Ltd (UCLB). As CEO, I am proud to work alongside such a talented, dedicated and diverse team, who are supporting the commercialisation of technologies that make a positive societal change.

UCL, as one of the leading universities in the UK for teaching and research, recognises the need to translate its exceptional research into commercial development for positive social and economic benefit. UCLB is the company charged with the responsibility for creating business partnerships, including spinout companies, licences, research collaborations and other similar transactional activity.

UCLB is recognised as a leading technology commercialisation company within the UK, and has an impressive and successful track record of creating licences and spinouts for more than 25 years. We are unique within the UK by being an independent, financially self-sufficient company with a strong history of making significant profits for UCL. The company relies on its experienced staff and we strive to create the maximum number of opportunities for technology growth.

We encourage an environment of enthusiastic involvement and entrepreneurship and we aim to attract people who are talented, motivated and interested in working here, where they can make a useful contribution – both as individuals and as part of the UCLB team.

We want everyone to be able to achieve their best work and for this to be an open, happy and productive environment so that the company can truly succeed.

Introduction to Operations at UCLB



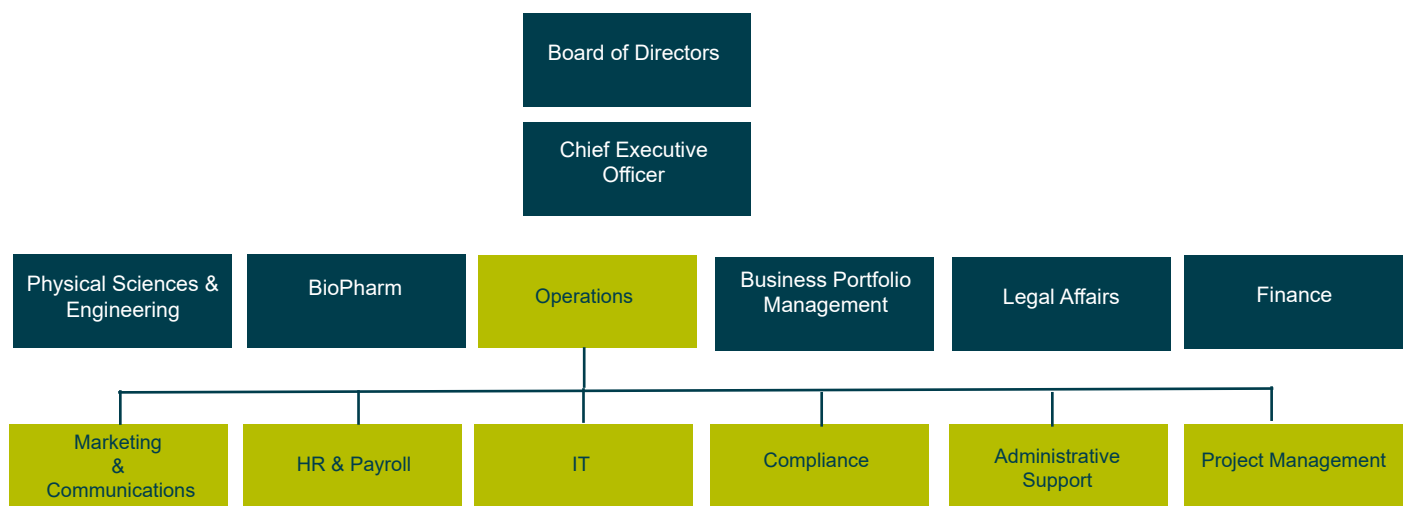
Louise Hammond, Director of Operations

As Director of Operations, I am responsible for developing and implementing organisational strategies, policies and practices to maintain optimum efficiency. The team is an integral part of the business and comprises 13 people, spread across six teams:

Marketing & Communications, Project Management, HR & Payroll, Information Technology (IT), Compliance, and Administrative Support (including estates planning and Health & Safety).

Working within the Operations Team is varied, diverse and enjoyable, and there is always room for growth and development personally and professionally. We communicate and collaborate with many people across UCLB and UCL, as well as with external organisations and media outlets. We regularly meet for catch-ups where we discuss things outside the remit of work (like coping whilst we have been working from home), which is really important for creating a friendly, successful and supportive working environment.

The Operations Team is exciting and interesting, with no two days the same. The range of talent is diverse as is the remit of each person's role as we all work together to get the job done. We look forward to welcoming a new member to our team!



Events Coordinator (1 year fixed term appointment)

About the opportunity:

An exciting opportunity has arisen to work as an Events Coordinator at UCLB. Working with the Marketing and Communications Team the post holder will be pro-active, confident, professional, and able to apply logical thinking to their duties to ensure the smooth organisation and running of events, both online and in person.

We are seeking an individual who has experience of working within a diverse team, has a solid work ethic, excellent communication skills, and the ability to manage many projects simultaneously. The role will provide an opportunity to work on commercially significant innovations from a top university with a friendly and collaborative team.

What you need to have:

- A meticulous eye for detail.
- A hands-on, can-do attitude.
- Excellent organisational, administrative and communication skills.
- Ability to work collaboratively.
- Social media savvy.
- Knowledge of virtual event platforms.
- Experience of handling a challenging role with confidence, demonstrating initiative, self-motivation and attention to detail, whilst apply logical thinking.
- Qualification or proven experience in marketing or events.

Job Description

Job Purpose:

The Events Coordinator will be a member of the Marketing and Communications Team, reporting to the Marketing and Communications Manager. The post holder will be key to supporting the delivery of the marketing plan, and is a role that is full of variety.

Day-to-day responsibilities will include organising and delivering events within UCL departments and UCLB, as well as externally. Assist with the maintenance and development of the UCLB website, intranet and social media channels - primarily LinkedIn and Twitter. In addition, the post holder will provide general marketing and communications support, as and when required.

Duties and Responsibilities

Events:

- Undertake administrative tasks involved in all aspects of event organisation, including creating and managing invitations, response tracking, badge and pack creation, attendance and success analysis.
- Be the main point of contact at events and manage the reception desk.
- Maintain, follow and update the calendar of planned activities as required by the marketing plan.
- Act as the key point of contact for Business Managers concerning all internal and external events, both small and large scale.
- Source venues and suppliers for UCLB events within budgetary requirements.
- Work with the Marketing and Communications Manager to produce an annual events budget.
- Deliver and analyse success of repeated events.
- Manage events both online and in person.
- Create feedback surveys for all events, monitor, and analyse responses, providing a written report on the responses to the events themselves and any lessons learnt.
- Maintain and monitor event plans and event schedules.
- Prepare and assist in necessary presentation materials for the events.
- Develop event project strategies.
- Create detailed and useful run sheets for all events.
- Manage the bookings of internal rooms at UCL, UCLB and external venues.
- Assess event risks and issues and provide solutions where applicable.

- Work with the Marketing and Communications Team at all UCLB events which are occasionally held outside of standard office hours.

Marketing:

- Assist the Marketing and Communications Manager with all event communication through clear verbal and written correspondence with speakers, staff, guests and service providers.
- Attend meetings as required being proactive with ideas and suggestions.
- Work with the Marketing and Communications Team to produce marketing event collateral.
- Provide administrative support to the Marketing and Communications Team as needed.
- Provide event support to all staff within UCLB to raise awareness of our services internally and externally to UCL.
- Assist with UCLB's social media channels and website updates as required.
- As a key member of the Marketing and Communications Team, this role will be involved in delivering the marketing plan for UCLB, which is developed annually.

Person Specification

Essential criteria:

- GCSE (or equivalent) at grades A-C including English and Maths.
- Experience and proven ability in preparing and presenting reports/presentations that are clear, concise, accurate and appropriate for a diverse audience verbally and in writing.
- Ability to deliver a number of projects simultaneously and be able to work to challenging deadlines.
- Enthusiastic and passionate about event promotion.
- A reasonable understanding of event fundamentals with a desire to grow and succeed.
- Ability to think creatively, be flexible and prepared to take on new challenges.
- Ability and experience of handling a challenging role with confidence, demonstrating initiative, self-motivation and attention to detail.
- Strong interpersonal skills with an ability to communicate confidently, intelligently and effectively with academic staff, all levels of management and companies.
- Able to communicate and deliver projects across teams working at various levels.
- Ability to demonstrate excellent organisational skills, being able to prioritise work and meet deadlines, and work independently without undue supervision.

Desirable criteria:

- Suitable professional qualifications in marketing, events and hospitality, or equivalent experience.
- Experience of working in a demanding environment, either academia or industry. Demonstrating the ability to command the confidence of all those reliant on the effective delivery.
- Experience of managing corporate social media channels and website management.
- Proven experience of successfully organising events.
- Excellent IT skills (Microsoft Word, Excel, PowerPoint, Web searching).
- WordPress, VISME, Adobe InDesign and Adobe Photoshop skills.
- A flexible approach to tasks, travel and hours of work.

What we offer



Salary

The salary range is £25,000 to £33,000 depending on qualifications and experience. We operate 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.



Hours of Work and Flexible Working

The normal hours of work are 35 hours per week. Hybrid working applies to this role, we offer you the flexibility to choose where you work with a minimum of two days per week in the office.



Pension

We operate two defined benefit pension schemes - SAUL for new employees and USS for any employee joining within one month of leaving the USS scheme.



Holidays

We have a generous annual leave entitlement of 25 days a year plus public holidays and a further 6 days leave spread over Christmas and Easter. You can also buy up to an additional 5 days holiday each year.



Health and Wellbeing

Your wellbeing is important to us. We have Wellbeing Champions, a confidential employee assistance programme, cycle and season ticket loans, fruit in the office, discounted gym memberships and we will pay for the cost of your eye test. In addition, you are able to access voluntary healthcare schemes offered by UCL.



Learning and Development

We support continual personal and professional development by supporting in-house and external training and covering the cost of professional subscriptions and memberships.



Other Benefits

Access to discounts, employee savings scheme, enhanced parental leave pay, summer and Christmas events along with regular social activities.

How to apply

If you would like to apply for the role, please visit the following link: <https://bit.ly/3pHZWbE>

Applicants will be shortlisted based on the extent to which they meet the competencies required for the role via their application.

In your application statement you will be expected to succinctly explain how you meet each of the key requirements for this role, giving examples that clearly demonstrate your skills, knowledge and experience.

If you have any questions regarding the application process, please email Danielle Gouldson at jobs@uclb.com.

The closing date for applications is 14 November 2021.

Please note we will disregard any applications which do not contain a completed statement and CV. 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.

Only shortlisted candidates selected for interview will be contacted on or before 19 November 2021.