

# Careers at UCLB

Associate Business Manager (Social Ventures)  
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 recognised as a leading technology commercialisation company within the UK, and has an impressive and successful track record of creating licences and spinouts based on UCL's intellectual property for almost 30 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. Despite the challenges of COVID-19, UCLB has continued to experience exceptional success, raising £1.7 billion of external investment in the last three years, and supporting the creation of 6 new spinouts in 2021.

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 Physical Sciences and Engineering at UCLB



## Steven Schooling, Director of Physical Sciences & Engineering

The Physical Sciences and Engineering (PS&E) Team at UCLB work with UCL researchers from across the university's diverse non-biomedical faculties to translate early-stage innovations into outcomes that fulfil unmet market needs.

It is an activity that is both challenging and highly stimulating, as we seek to chart a pathway to commercialisation for early-stage innovations, in areas ranging from artificial intelligence, to clean technologies and medical devices. However, it is also an area where UCLB has significant success, for example, the summer of 2021 saw the acquisitions of Senceive and Satalia, both UCL spinout companies that benefited from significant UCLB support during their commercialisation journey.

With an even greater focus on UK universities generating societal and economic impacts from their research base, joining the PS&E Team at UCLB offers a highly rewarding opportunity to be involved in developing the next generation of innovations from the UCL research base that can unlock significant income and impact endpoints.

Board of Directors

Chief Executive  
Officer

Physical Sciences &  
Engineering

BioPharm

Operations

Business Portfolio  
Management

Legal Affairs

Finance

# Associate Business Manager (Social Ventures)

## About the opportunity:

We have an opportunity for an outstanding individual to join the Physical Sciences & Engineering team as an Associate Business Manager. You will have a degree-level qualification and experience supporting early stage social ventures or start-ups. We are looking for someone who has experience of applying for and securing grants (from transnational, charitable and/or commercial funding sources). This is a unique opportunity to take up an Associate Business Manager role within a leading technology transfer company supporting one of the UK's top research-led universities and working collaboratively with academic staff, shareholders and other professionals.

If you are seeking a new exciting opportunity to make a real difference by working on world-changing technologies and innovations that have a real and positive impact on people's lives, then this could be the role for you.

## What you need to have:

The successful candidate needs to be a motivated, enthusiastic and driven person with strong interpersonal skills and an ability to present confidently. Experience in supporting early-stage social ventures or start-ups is essential. Experience conducting market research and some exposure to protecting intellectual property are desirable.

You will be expected to take a pro-active, practical and commercial approach while being pragmatic and be able to work autonomously as well as be part of a dynamic team.

# What we offer



## Salary

The salary range is £35,000 to £38,000 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.



## 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.



## 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.



## 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.



## 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.



## Other Benefits

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



# Job Description

## Job Purpose:

The post holder will support UCL Business' social venture activities across all faculties at UCL and will assist the company in meeting key performance indicators as outlined in UCL's Enterprise strategy.

## Duties and Responsibilities:

- Work with the PS&E team to:
  - Encourage flow of potential social venture opportunities from relevant UCL departments and institutes by raising awareness of commercialisation opportunities by organising presentations and events.
  - Help promote the profile and reputation of UCL Business Ltd with academics throughout UCL departments/institutes.
- Work with the PS&E team on matters relating to Intellectual property management:
  - Assess scientific and market feasibility of new social venture opportunities
  - Assist with initiation of IP protection where necessary and provide input based upon due diligence.
  - Identify potential licensing partners.
  - Support activity related to licence renewals.
  - Liaise with UCLB's legal services team on the provision of appropriate agreements for relevant departments/institutes.
  - Maintain and update records of projects in technology and project database, Minuet.
  - Play active role in team and company meetings.
- Assist the Social Ventures Senior Business Manager in the development of commercialisation strategies for emerging UCL social venture opportunities.

In the case of licensing opportunities, this is likely to include:

- Market assessment activities including primary and secondary market research.

- Prepare technology brief for circulation through web sites, email and direct posting to potential licensees as soon as a new technology can be disclosed.
- Arrange meetings and assist with presentation of technology to potential licensees.
- Assist with preparation of all necessary agreements to license the technology, including evaluations, options and licences.

For spinout opportunities, this is likely to include:

- Market assessment activities including primary and secondary market research.
- Assist with 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.
- Prepare materials for presentation of the spinout company's business case to relevant UCL Business Ltd directors.
- Identification of suitable proof of concept-style grants and/or investment and assist the founders in the preparation of application to these.
- Assist with activities related to the UCLB Proof of Concept Fund for social ventures
- Post proof of concept stage, assist the spinout in development of a full business plan suitable for fund-raising and assist where required in identification of potential investors.

# Person Specification

## Essential criteria:

- Appropriate and relevant first degree.
- Experience in supporting early stage social ventures or start-ups.
- Experience of handling a challenging role with confidence, demonstrating initiative, self-motivation and attention to detail.
- Ability to demonstrate excellent organisation skills, being able to prioritise work and meet deadlines, and work independently without undue supervision.
- Strong interpersonal skills with an ability to communicate and present confidently, intelligently and effectively with academic staff, all levels of management and companies.
- Experience and proven ability in preparing presentations and presenting in a clear, concise, accurate and appropriate manner for a diverse audience.
- Excellent IT skills including Microsoft Word, Excel, PowerPoint, web searching.
- Ability to work as part of a team.

## Desirable criteria:

- Masters in a science or management subject.
- Experience of applying and securing grants and knowledge of translational, charitable foundations and commercial funding sources.
- Exposure to protecting intellectual property (e.g. trademarks, design rights, copyright).
- Experience of conducting market research.
- Experience developing mentor networks.
- Willingness to occasionally undertake business travel both within the UK and abroad. A flexible approach to tasks, travel and hours of work.



# How to apply

If you would like to apply for the role, please visit the following link: [Associate Business Manager](#)

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 Michelle Huggins at [jobs@uclb.com](mailto:jobs@uclb.com).

The closing date for applications is 11 September 2022.

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 16 September 2022.