

# Careers at UCLB

Business Manager - Physical Sciences & Engineering  
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

# Business Manager

## About the opportunity:

In the light of recent engineering-related spinout exits from Senceive and Satalia and with an increasing pipeline of opportunities arising from the UCL research base, we are seeking to recruit two additional Business Managers to join the Physical Sciences & Engineering team.

The individuals we are seeking will lead on the development and commercialisation of a portfolio of projects arising from across the Faculties of Engineering, Mathematics & Physical Science and the Built Environment. These roles are highly varied as you will be responsible for the effective management of projects from initial contact with academic inventors to successful commercialisation of their ideas. You will seek out new opportunities, evaluate commercial value and implement commercialisation strategies. You will work with a variety of stakeholders including academics, management teams, licensees, and investors.

You will find a breadth of technology diversity within Engineering and Physical Sciences area at UCL that is highly stimulating and will relish the challenge of managing a portfolio of projects at different stages of development as exciting. Based within one of Europe's most innovative eco-systems, you will be working with cutting edge technologies and will be able to help these discoveries make a difference in the world.

## What you need to have:

You will have at minimum a first degree in an engineering related discipline and also be able to demonstrate experience and success in technology commercialisation. Previous university technology transfer experience would be helpful, but is not essential.

This is an exciting opportunity for a highly motivated and enthusiastic individual, who has the negotiation, communication and organisational skills necessary to identify and develop early stage technology commercialisation projects.

# What we offer



## Salary

The salary range is £40,000 to £65,000 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:

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

## Duties and Responsibilities:

- Establishing and maintaining links with relevant academic departments and other academic institutions.
  - Promote the profile and reputation of UCLB with academics throughout allocated UCL Departments/Institutes.
  - 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.
- Responsible for co-ordinating the commercial activities within the designed research area.
  - Liaise with academic managers to identify, develop and promote the services provided by the Departments/Institutes for research and development, consultancy and technology transfer.
  - To liaise with the academic managers and commercial clients to monitor and evaluate the quality of services provided.
  - Explore and where appropriate develop new commercialisation initiatives in conjunction with UCL Innovation & Enterprise/relevant departments in order to enhance IP translation capability.
  - Maintain and update records of projects in patent and project database, Minuet.

- Establish and Maintain Commercial Relationships.
  - Develop and maintain relationships with commercial organisations, promoting the commercial activities of designated Departments/Institutes.
  - Improve and develop collaboration between UCL and new or existing business clients and develop business networks including opportunities to provide knowledge transfer services to 3<sup>rd</sup> parties on a paid basis.
  - 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.
- Intellectual Property Management
  - Identify and assess scientific and market feasibility of new technologies and initiate patent protection where necessary, facilitating communications between the inventor and patent attorney.
  - Identify and approach potential licensing partners and negotiate terms.
  - Administer patent prosecution and maintenance, liaising with the inventor and patent attorney.
  - Ensure necessary agreements are in place for appropriate transfer of intellectual property, both background and foreground, into spin-out companies.
  - Complete revenue sharing and assignment documents, and negotiate revenue sharing with other academic institutions in the case of collaborative inventions.
  - 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.
  - 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.

- Commercialisation

Determine and execute commercialisation strategies for emerging UCL IP and technologies. 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 technology can be disclosed.
- Arrange meetings and assist with presentation of technology to potential licensees.
- Lead negotiations and finalise all necessary agreements to license the technology, including evaluations, options and licences.
- Ensure progress of licensees, and monitor progress, with audits where necessary.

For spinout opportunities, this is likely to include:

- Market Assessment Activities including primary and secondary market research.
- 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.
- Prepare materials for presentation of spinout company business case to relevant UCLB's directors and UCLB board (if investment being sought).
- 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.
- If requested, represent UCLB's interests on the board of the spinout company.

# Person Specification

## Essential criteria:

- Appropriate and relevant first degree in an Engineering or Physical Sciences discipline.
- Experience of working in a demanding and relevant technology commercialisation environment.
- Ability to command the confidence of all those reliant on the effective delivery.
- Experience of handling a challenging role with confidence, demonstrating initiative, self-motivation and attention to detail.
- Excellent organisation and prioritisation skills, being able to meet deadlines and work independently without undue supervision.
- Ability to handle numerous projects simultaneously, whilst enjoying an energetic working environment.
- Excellent IT skills, including Microsoft Word, Excel, PowerPoint and web searching.
- Personable and proactive with experience of contract management.
- Negotiation and influencing skills.
- Ability to respond appropriately, confidently and sensitively in relation to academic and commercial partners/clients.
- Strong team player.

## Desirable criteria:

- Post-graduate qualification in an Engineering or Physical Sciences discipline.
- Practical experience in the legal and technical aspects of contracts, collaboration, licensing and corporate agreements in this sector.
- 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 this role, please visit the following link: [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 [m.huggins@uclb.com](mailto:m.huggins@uclb.com) and if you have any questions regarding the role itself, please email Steven Schooling at [s.schooling@uclb.com](mailto:s.schooling@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 25 September 2022.