

Careers at UCLB

Analyst 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 BioPharm at UCLB



Richard Fagan, Director of BioPharm

As Director of BioPharm I oversee the commercialisation of intellectual property arising from UCL academics' life and medical sciences research, bringing them from early-stage innovations to commercial products which ultimately benefit patients worldwide.

In joining this team, you will work with people who have a broad range of knowledge and expertise, who are helping bring clinically meaningful products to market. We build relationships with UCL academics, identifying and facilitating the commercialisation of their research. This could be through a direct license to a commercial third party, or through set-up and funding of a spinout company in collaboration with our network of VCs. Technology transfer is at times, challenging, but seeing an innovation improve diagnoses and treatments, and make a difference to patients is incredibly rewarding.

We are a supportive and successful team who look forward to welcoming another member.



Analyst

About the opportunity:

UCL Business Ltd is a wholly owned subsidiary of University College London and we aim to generate income and create capital value for UCL and partner hospitals through the commercial exploitation of its extensive research base.

We are seeking to recruit a Analyst to join the BioPharm team, who will take on the key role of procuring and maintaining the accuracy of information on UCLB's technology document management system, managing UCLB's online licensing system, working with the Senior Business Analyst in the preparation of project and company valuations, as well as writing technology summaries for technologies in conjunction with our Marketing team.

We are seeking enthusiastic, motivated individuals who have extensive experience in information management, analysing data and preparing and presenting reports for a diverse audience. Experience of the commercialisation of technologies and grant funding of projects is desirable but not essential.

What you need to have:

In order to be successful in this role you must be able to communicate effectively with internal and external stakeholders, demonstrate a high level of accuracy and be confident managing numerous projects simultaneously.

What we offer



Salary

The salary range is £35,000 to £40,000 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, we would consider part time hours or compressed hours (4 days a 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 or 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 be responsible for procuring and maintaining the accuracy of information on UCLB's technology document management system Minuet and UCLB's online licencing platform. In addition, the post holder will write technology summaries for various technologies in consultation with the Marketing team.

Duties and Responsibilities:

Analyst

- Inputting data on Minuet.
- Working closely across teams to ensure that necessary project related information is entered on Minuet in a timely manner ensuring technology records are accurate and up to date.
- Perform gap analysis to identify missing information on Minuet.
- Working with the Senior Business Analyst in the preparation of project and company valuations.
- Work collaboratively with Business Managers, Senior Business Analyst, IP Manager and Directors on a daily basis.
- Research and write technology summaries for various technologies.
- Work with the UCLB Directors to ensure that Minuet related procedures are observed.
- Analysing and extrapolating data primarily from Minuet with a view to creating various reports, including for the UCLB Board and UCL.
- Prepare commercialisation data and reports and research and undertake analysis as needed to be used in various reports including for IP commercialisation and spin-out metrics and technology transfer/technology exchange in the UK and overseas.
- Conduct benchmarking studies (internal & external).
- Provide reports & responses to government, for freedom of information requests, marketing presentations and other related PR.

Online Licencing Platform

- Managing orders placed online and answering customer queries.
- Sourcing new products and building suitable pages.
- Manage and maintain licensing systems for product development, tracking and approval.
- Assisting customers with product ordering process.
- Liaising with platform team to solve issues and contribute to improvement of system.

Minuet

- Provide Minuet induction and/or training on the Minuet system and processes for new and existing staff as required.
- Proactively work to embed standard operating procedures across the business.
- Work collaboratively to trial new procedures and initiatives.
- Provide first line support, including troubleshooting and be the “go to” person with regard to Minuet.

Person Specification

Essential criteria:

- Appropriate and relevant science degree or equivalent experience.
- Extensive experience in information management, including data interrogation and extraction.
- Able to demonstrate the ability to manage numerous projects simultaneously whilst enjoying an energetic working environment.
- Excellent IT skills (Microsoft Word, Excel, PowerPoint).
- Proven experience of preparing and presenting reports that are clear, concise, accurate and appropriate for a diverse audience both verbally and in writing.
- Experience of working in a demanding environment, either in academia or industry, demonstrating the ability to command the confidence of all those reliant on the effective delivery.
- Attention to detail
- Ability to explain complex technical concepts to non-legal colleagues and clients.
- Experience in writing technology summaries.
- Experience of handling a challenging role with confidence, demonstrating initiative and self-motivation.
- Excellent organisation skills, being able to prioritise work and meet deadlines, and work independently without undue supervision.
- Personable and proactive with excellent liaison skills with the ability to respond appropriately, confidently and sensitively in relation to academic and commercial partners/ clients.

Desirable criteria:

- Experience of commercialisation of technologies.
- Experience of grant funding of projects and knowledge of academic funding sources.
- A flexible approach to tasks and hours of work.
- Willingness to occasionally undertake business travel both within the UK and abroad

How to apply

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

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 Nadiya Ahmed at jobs@uclb.com.

The closing date for applications is 4 December 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 13 December 2022.