

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 / Senior Business Manager

About the opportunity:

To support an increasing pipeline of opportunities arising from the UCL research base, we are seeking to recruit high quality candidates to the roles of Business Manager / Senior Business Manager in the Physical Science & Engineering (PS&E) team. The individuals we are seeking will lead on identification, development and commercialisation of a portfolio of projects arising from across the Faculties of Engineering, Mathematics & Physical Science and the Built Environment.

The Business Manager role at UCLB is a highly varied one with each team member expected to take on full responsibility for the end to end journey from initial academic contact through to successful commercialisation. No two projects ever follow the same path and therefore flexibility, adaptability and a broad knowledge base of topics such as market assessment, business plan development, IP protection and licensing are highly desirable skills. You will also be comfortable communicating with a variety of stakeholders including academics, management teams, licensees, and investors. Candidates who have backgrounds in computer science, maths or chemical engineering are particularly invited to apply given a growing number of UCLB project opportunities in these areas.

Members of the PS&E team have a passion for bringing research out of the lab and into market above all else and we expect to see evidence of a similar attitude in prospective candidates. The breadth of technology diversity within the Engineering and Physical Sciences departments at UCL is highly stimulating and being based in London's Knowledge Quarter, home to the world's most innovative companies, institutions and tech firms, we are surrounded by opportunities to engage, support and learn from its thriving innovation ecosystem.

What you need to have:

Applicants will have at minimum a first degree in a Science, Maths or Engineering discipline and be able to demonstrate experience and success in technology commercialisation or product development. Previous university technology transfer experience would be helpful, but is not essential. This is an exciting opportunity for a highly motivated, self-starting individual to join a team of people that are passionate about applying commercial acumen to world-leading science and technology research in order to positively make a difference in the world.

UCL Business Ltd is an equal opportunities employer.

What we offer



Salary

A competitive salary 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 generous 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:

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The breadth of technology diversity within the Engineering and Physical Sciences departments at UCL is highly stimulating and being based in London's Knowledge Quarter, home to the world's most innovative companies, institutions and tech firms, we are surrounded by opportunities to engage, support and learn from its thriving innovation ecosystem. Business Managers will be able to demonstrate a passion for bringing research out of the lab and into market.

Duties and Responsibilities:

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.
- Advise on appropriate IP protection strategy for non-patentable IP such as copyright, databases and designs.
- Carry out full due diligence on IP to be licensed, considering contributions from all inventing parties.
- Identify and approach potential licensing partners and negotiate commercial terms.
- Support patent prosecution activities, liaising with the inventor(s) and patent attorney.
- Support UCLB IP Manager in patent maintenance activities.

- Ensure necessary agreements are in place for licensing of intellectual property, both background and foreground, including into spin-out companies.
- Ensure completion of revenue sharing and assignment documents and negotiate revenue sharing arrangement with co-inventing institutions and research grant funders (where appropriate).
- Identify those technologies which would be synergistic if developed as a group, and which answer unmet market needs, bringing the relevant academics together to enhance the technology package.
- Provide your line manager with updates of project progress as necessary.
- Liaise with UCLB's Legal Affairs team in areas such as the provision of Confidentiality Agreements for external discussion projects under UCLB management and provide IP advice to both researchers and to UCL's Research Services department with respect to IP terms and IP considerations relevant to research disclosures and collaboration activities.
- Promptly create and regularly maintain project records in UCLB's IP management system, Minuet.

IP 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.
 - Identify whether further proof of concept work is necessary to validate the technology or the market opportunity and advise on appropriate translational funding and resourcing to carry it out.
 - Prepare technology brief for posting to subscribed IP marketing sites such as In-Part and XIP 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 evaluation terms, option periods and eventual full licence terms.
 - Ensure satisfactory commercialisation progress of licensed technologies, monitoring licensee's progress, with audits where necessary.

- For opportunities that are progressed via the spinout company route (excluding those following the Portico Ventures route), this is likely to include:
 - Market assessment activities and business plan development.
 - Identify whether further proof of concept work is necessary to validate the technology or the market opportunity and advise on appropriate translational funding and resourcing to carry it out.
 - Introduce the founders to reputable accelerators and incubators both internal and external to UCL if considered appropriate.
 - When needed, advise company founders on business plan construction and strategic direction. This may include activities such as identification and interviewing 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 or the UCL Technology Fund (UCLTF) investment committee in collaboration with the UCLTF Investment Manager (if investment being sought from the UCLB PoC or Seed Fund, or the UCL Technology Fund).
 - Assist where required in identification of potential external investors.
 - If requested, represent UCLB's interests on the board of the spinout company.
 - Act as single point of contact for the company for any and all shareholder actions and manage such actions efficiently.
- For spinout opportunities following the Portico Ventures route, this is likely to include:
 - Making introductions as appropriate to the UCLTF Investment Manager / Director.
 - Supporting the UCLT Investment Manager / Director in building an investment paper where appropriate.
 - Retaining a relationship with the spinout company and reporting on progress.
 - Act as single point of contact for the company for any and all shareholder actions and manage such actions efficiently.

- **Raising awareness of UCLB.** Work with UCLB colleagues to raise the awareness of UCLB to:
 - Researchers throughout the allocated UCL Departments/Institutes in order to build UCLB's pipeline of project opportunities.
 - External organisations (e.g. other university collaborators, industry, the investment community and relevant government organisations) in order to support the translation of early stage opportunities into commercialisation outcomes that unlock impact and income endpoints.
- **Interact with colleagues from across UCL's knowledge exchange support infrastructure.** This involves working when appropriate with colleagues from across the other areas of UCL Innovation and Enterprise support structure (e.g. Business Partnerships, UCL Consultants, etc) in order to facilitate effective knowledge exchange across the university.
- **New Initiatives:** When opportunities are identified to enhance the IP commercialisation support that UCLB provides to UCL, then work with colleagues within UCLB and wider UCL in order to develop new IP commercialisation initiatives. Previous initiatives such as I/O Labs, Portico Ventures, e-lucid and the UCLB POC/Seed Fund have all helped to enhance the reputation of UCLB as an international leader in university IP commercialisation.

In carrying out the above duties the 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 and procedures including organisational standards, Financial Regulations and Equal Opportunities

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

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. Can demonstrate that they have the ability to command the confidence of all those reliant on the effective delivery.
- Ability and experience of handling a challenging role with confidence, demonstrating initiative, self-motivation and attention to detail.
- Excellent IT skills (Microsoft word, Excel, PowerPoint, Web searching)
- Able to handle numerous projects simultaneously, whilst also enjoying an energetic working environment.
- Ability to demonstrate excellent organisation skills, being able to prioritise work and meet deadlines, and work independently without undue supervision
- Personable and proactive with experience of contract management and ability to demonstrate negotiation and influencing skills with a wide range of stakeholders
- Excellent liaison and negotiation skills with the ability to respond appropriately, confidently and sensitively in relation to academic and commercial partners/clients.
- Strong interpersonal skills with an ability to communicate confidently, intelligently and effectively with academic staff, all levels of management and companies.
- Ability to work as part of a team.

Desirable criteria:

- Post-graduate qualification in an Engineering or Physical Sciences discipline
- Suitable professional qualifications, preferably in management
- Practical experience in the legal and technical aspects of contract, 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.