Advertisement

Post Title: Enterprise Programmes Support Officer
Department: Innovation and Business Partnerships Team, Research and Enterprise Division
Hours: Full time or part time hours considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered.
Contract: Permanent
Reference: 6318
Salary: starting at £26,341 to £30,497 per annum, pro rata if part-time

Placed on: 23 November 2021
Closing date: 05 January 2022. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: ASAP

Applications are invited for this exciting and stimulating role within the busy Innovation and Business Partnerships Team in the Research and Enterprise Division. You'll join a small, highly motivated strategic team growing and diversifying the University’s R&D enterprise portfolio and maximizing its knowledge-based income from businesses and the public sector.

The post holder will provide programme and project support to the team managing the University’s innovation portfolio and will be required to work on their own initiative to generate new commercial leads, support academics to engage with businesses and the public sector and support the smooth running of the central team.

The work will involve:

1. Supporting all aspects of academic-business collaborations with a wide range of partners
2. Dealing with new external enquiries for R&D help (especially via the “Collaborate” portal on the University’s website) – brokering new relationships between external R&D ‘customers’ and relevant academic and professional colleagues across the University
3. Building strong customer relations with a wide variety of University stakeholders and customers at all levels of seniority within their organisations
4. Representing the University’s innovation services at regional business fora
5. Maintaining the smooth running of the team’s office systems and processes
6. Day-to-day support for the University’s Knowledge Transfer Partnerships (academic secondments to businesses to develop new innovations) and RISE programme (EU funded programme to broker innovation services to SMEs)
7. Preparing regular and timely management reports for Knowledge Exchange activity across the University and organising and managing key internal and external/collaborative events

Careful attention to detail, a methodical approach, good organisational abilities and an ability to build strong, credible relationships with a wide range of people are essential for this post. Excellent numeracy skills with some experience of budget and project management are also required, as is the ability to express yourself clearly and succinctly in writing. The ability to manage and prioritise work from multiple sources and to function both as part of a team and independently will be a day-to-day requirement of this post.
For an information discussion about the role please contact: Dr Sue Baxter (sue.baxter@sussex.ac.uk) or Kate Thorpe (k.thorpe@sussex.ac.uk)

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The Division

Research & Enterprise Services is the main professional support for the University’s research and knowledge exchange activities and comprises more than 50 staff. Please find further information regarding the division at https://www.sussex.ac.uk/research/about/research-and-enterprise

The post-holder will join the Innovation and Business Partnerships (IBP) Team within Research & Enterprise. The IBP team works to grow and diversify the University’s R&D portfolio – nurturing ‘home grown’ University enterprise as well as enabling businesses and public bodies to ‘team up’ with academics. This can only be achieved through well-networked relationships across the University and by building a strong profile for the University with external stakeholders. The success of this work rests on sound planning, good market intelligence and well managed contract delivery.

The importance of Universities in building the UK’s business success and jobs has been a key plank of UK Government policy over the last decade. This agenda has featured heavily in R&D funding programmes and it now underpins the latest assessment regime for higher education - the Knowledge Exchange Framework (KEF). The KEF will benchmark university performance in working with businesses and the public sector to grow the economic and entrepreneurial base of their regions. Higher Education Innovation Fund (HEIF) allocations to universities will in future be predicated on a university’s relative successes in these areas. Sussex has responded by prioritising Knowledge Exchange and business engagement in its strategic programme Sussex 2025.

3. Job Description

Post
Enterprise Programmes Advisor

Department
Research and Enterprise
- Innovation and Business Partnerships Team

Location
Sussex Innovation, University of Sussex, Falmer, Brighton, BN1

Grade
5

Responsible to
Director, Innovation and Business Partnerships

Responsible for
n/a

Purpose of the post:

To support the development and delivery of the University’s knowledge exchange activity, with a focus on income generation and promoting the Sussex’s reputation for connected R&D that makes
a difference.

**Key Responsibilities:**

1. Fielding all external enquiries for R&D requests via the “Collaborate” portal on the University's website, identifying relevant academics, brokering initial contacts and monitoring progress – working closely with relevant KE colleagues across the University

2. Supporting academic-business collaborations with a wide range of partners, including the preparation of costs, pricing, establishing terms of engagement for individual projects, progress monitoring, management of payments and preparation of performance reports

3. Building strong customer relations with a wide variety of University stakeholders and customers at all levels of seniority within their organisation and liaising with academics across the University, including representing the University’s innovation services at regional business fora

4. Maintaining the smooth running of the team’s office systems* and processes – including HR and finance

5. Maintaining an overview of all spending of the University’s annual Higher Education Innovation Fund budget (c £3.5m), including day to day processing of payments in accordance with statutory and University-specific financial regulations and procurement policies

6. Day-to-day support for the University’s Knowledge Transfer Partnerships** (academic secondments to businesses to develop new innovations) and RISE programme (EU funded programme to broker innovation services to SMEs), including preparation of detailed programme, financial and progress reports

7. Preparing regular and timely management reports for Knowledge Exchange activity across the University, working closely with the Director of Innovation & Business Partnerships

8. Developing and maintaining operational systems for managing knowledge exchange across the University, including cross-university co-ordination of stakeholder management

9. Organising and managing key internal and external/collaborative events and the University’s knowledge exchange network programme meetings

10. Working with colleagues within the team and across the University (and particularly with External Relations) ensure the University’s enterprise & knowledge exchange pages are always up to date and accurate.

* **Maintaining the office systems will require:**

  - Proficient use of University software systems / bespoke spreadsheets, and file management systems in support of managing and tracking research proposals and awards - for example, costing & pricing software, project tracking Access database, research finance systems, research information (reporting) systems, etc.
  - Use of the University’s on-line research management information tool (“Research Dashboard”)
  - Ensuring that proposals and awards are channelled through the appropriate approval and authorisation protocols and that their status is correctly logged in the University’s research & enterprise management system
Managing office systems and processes for the Innovation and Business Partnerships team. Proficient use of Excel for management reporting on budgets and key performance indicators for knowledge exchange

**Knowledge Transfer Partnership support will require:**

- Review of full proposal for completeness and consistency with funder requirements, drawing on support from colleagues as appropriate
- Preparation of costing and pricing of all proposals prior to formal authorisation, providing advice to investigators and administrative staff in the construction of costs and approaches to pricing
- Undertaking risk assessment of and due diligence for proposals, and ensuring that each is appropriately authorised and recorded, prior to submission
- Keeping Heads of School, School Directors of Research & Knowledge Exchange, and others informed as appropriate
- Submission of proposals in funder electronic application systems
  Supporting, and where appropriate being responsible for the project management of successful ‘live’ KTP projects, including supporting Local Management Committees
- Managing the recruitment process of KTP Associates in conjunction with internal and external colleagues
- Inducting candidates to the KTP programmes, ongoing support of KTP Associates with industry partners
- Alerting other internal parties, in particular where they are required to act in or oversee an element of the activity, e.g. equipment purchase, training needs, special facilities
- Overseeing the preparation and completeness of key project documentation and preparing management reports.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

4. **Person Specification**

Careful attention to detail, a methodical approach, good organisational abilities and an ability to build strong, credible relationships with a wide range of people are essential for this post. Excellent numeracy skills with some experience of budget management are also required, as is the ability to express yourself clearly and succinctly in writing. The ability to manage and prioritise work from multiple sources and to function both as part of a team and independently will be a day-to-day requirement of this post.

**KNOWLEDGE**

| Essential | Desirable |
### General Understanding

| General understanding of how businesses, public sector organisations and universities function and the legal and financial frameworks in which they operate | ✓ |
| An understanding of project management techniques | ✓ |
| An understanding of constructing and managing budgets | ✓ |
| An understanding of the UK university R&D landscape | ✓ |

### Demonstrable Experience

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<th>Essential</th>
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<td>Working successfully with a wide spectrum of customers</td>
<td>✓</td>
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<td>Budget management, processing of payments and procurement in a large organisation</td>
<td>✓</td>
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<td>Use of project management systems and techniques to maintain oversight of progress, identifying risks and milestone achievements</td>
<td>✓</td>
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<td>Working successfully at own initiative and team working</td>
<td>✓</td>
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<td>Working under pressure to manage a high volume of work to demanding deadlines, ensuring high accuracy and delivering to high standards</td>
<td>✓</td>
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<td>Developing content for websites and public communications</td>
<td>✓</td>
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<td>Developing commercial proposals and managing commercial contracts</td>
<td>✓</td>
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<td>Working in higher education or in a research organisation</td>
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### Qualifications

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<td>Degree or equivalent qualification, or qualified by directly relevant experience</td>
<td>✓</td>
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### Skills / Abilities

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<td>Excellent inter-personal and communications skills</td>
<td>✓</td>
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<td>Excellent numeracy skills and the ability to understand, manipulate, analyse and communicate complex budgets</td>
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<td>Excellent drafting and oral communication skills and the ability to make a compelling business case</td>
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<td>Ability to interpret and adapt contractual documentation</td>
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<td>Ability to work under pressure, prioritise work and meet deadlines, whilst maintaining accuracy and attention to detail</td>
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<td>Strong organizational skills and the ability to work independently, managing and prioritising own workload</td>
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<td>Proficiency in Excel</td>
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<td>Proficiency in at least one Customer Relationship Management system</td>
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### Personal Attributes and Circumstances
| Ability to form credible professional relationships with a wide variety of internal and external clients | Essential | Desirable |
| Thrives in a team environment but able to work independently where necessary and to accept individual responsibility | Essential | Desirable |
| Positive, problem-solver with a client focus | Essential | Desirable |
| Willing to work longer/flexible hours as necessary to meet deadlines | Essential | Desirable |