

The University of Manchester I³ Limited (UMI³)

Job title	Job holder
Team Leader – New Projects	TBC
Reporting Structure	Area of Responsibility
Director of IP Operations - UMIP	UMIP
Date	Location
2 nd February 2017	Incubator Building, Grafton St

Description agreed by:

Rich Ferrie

Role

Operating within the UMIP Division of UMI³ to implement its operational plan with respect to the capture, commercial assessment, and protection of University of Manchester IP from all its Faculties and manage the New Projects team effectively towards this aim in the context of its KPIs. Ensure that in-bound new projects are routed efficiently and accurately into Protect and Develop, Innovation Optimiser or Digital Marketing channels as appropriate, or declined and offered back to inventors. Engender an entrepreneurial spirit within the team and a positive, “can do”, enthusiastic approach. Engage positively with the Schools across campus as one of UMIP’s highest profile internal ambassadors. Establish excellent lateral connections within UMIP as a key member of its Divisional Management Team (DMT). The role involves managing people and carrying a personal case-load of important projects. The post-holder will also undertake other such duties within UMIP in connection with its activities as are required from time-to-time.

1. Responsibilities- Planning, Resource Allocation and Operations

- With the Director of IP Operations, agree and set the annual priorities for the New Projects Team and the annual deliverables (KPIs).
- Agree an annual operations plan for the team which utilises internal and external resources as appropriate.
- Implement the annual operational plan and ensure that all activities of team are actively managed in line with the plan.
- Proactively secure new invention disclosures from the University in line with Business Plan targets.
- Operate consistent and effective invention evaluation procedures to select the most commercially valuable IP cases for progression as “Protect and Develop” projects and route others through the Innovation Optimiser and Digital Marketing channels as appropriate.
- Ensure that new invention disclosures are visible using UMIP’s marketing tools, and are engaged with the “marketplace” via the Marketing Team to garner feedback and assist the evaluation process.
- Work proactively and collaboratively with Faculties and Schools within the University to foster entrepreneurship and enable transparency of decision making for IP cases, and to communicate opportunities for impact projects to them.
- Protect IP for the most promising IP cases (if appropriate) and secure funding for Pathfinder studies aimed at identifying and validating a development plan for the IP which will close the gap to market.
- Monitor performance in an ongoing manner through regular collection and analysis of relevant management and other information to ensure delivery of the outputs (KPIs) of the plan.
- Ensure members of the New Projects Team are adequately trained so that they can perform their roles proficiently.

- Ensure that team members are deployed appropriately on projects within the annual plan.
- Deploy external resources on project work within the operational plan where this “adds value”.
- Uphold quality standards, UMI³'s policies, procedures and core values as outlined in corporate documents at all times and promote adherence amongst UMIP Division staff.
- Take personal responsibility for a project case load in addition to performing the line management responsibilities outlined above.
- As required, lead specific aspects and initiatives relating to UMIP's operational plan; e.g. collaboration with Faculties and Schools for project selection, development of efficient sales and marketing methods, and development of project selection criteria using decision “gates”.

2. Responsibilities - People Management

- Assume line management responsibility for all members of the New Projects team and lead, develop and motivate staff in the team in order to deliver the UMIP Division Business Plan targets to 2015 and 2020.
- Manage all day-to-day activities of the New Projects team in line with the annual operational plan.
- As a Line Manager, monitor, review and manage performance of staff in the New Projects team, ensuring that the UMI³ Balanced Scorecard process is administered in line with company guidance.
- Provide direction and guidance to all team members as and when required. Within the operational and financial constraints of the UMIP Division, procure resources, training opportunities and support required by staff to deliver their personal objectives and develop their skills and experience for the benefit of UMI³.

3. Responsibilities – Reporting

- Report to the Director of IP Operations on performance against UMIP Division targets.
- As required, report to University managers from time to time in relation to UMIP's activities and performance for their areas.

4. Networking and Stakeholder Engagement

- Build and maintain relationships with key academic stakeholders in the University with the broad objective to raise awareness of UMI³'s activities, IP and commercialisation on campus, and to promote these activities as required.
- Networking effectively within the University to promote UMIP's reputation amongst researchers, encourage disclosure of IP and provide training as required.
- In collaboration with the Enterprise and Business Development team, work with external networks of companies, industry experts, entrepreneurs, consultants and deal-makers to gain early feedback and evidence of market traction for IP cases.
- Work with internal University partners, including the Business Engagement team, Knowledge Transfer staff and University graduates and interns as required to explore and develop opportunities for IP projects.

5. Dimensions

- The role encompasses IP arising from any Faculty of the University.
- The role encompasses IP which may be commercialised via both spin-out or licensing channels, and also making recommendations to the University in respect of non-IP cases suitable as “impact” projects.
- The New Projects team will typically handle at least 200 new invention disclosures per year.

- The role encompasses responsibility for KPIs linked to the volume of new invention disclosures, number and quality of new IP projects identified, visibility of new IP cases to external networks and engagement with them, number of pathfinder studies carried out, and effectiveness and reputation of UMIP in serving the needs of University staff for new IP cases.
- The job-holder will lead of team of 4 to 6 Commercialisation Executives.

Person Specification

	Essential	Desirable
Educated to degree level in a Science subject	✓	
PhD or business qualification or equivalent		✓
Experience of line management	✓	
Able to readily place new scientific concepts into commercial context	✓	
Experience of working in a commercial environment		✓
Well organised thinker and worker, possessing analytical skills and the ability to collate and summarise complex information	✓	
Experience of IP analysis, development and management	✓	
Good communications and strategic influencing skills	✓	
Able to build strong working relationships with academic and industry colleagues and partners	✓	
An understanding of broader business issues and potential barriers to market entry for technology	✓	
A good team worker		✓
Accurate, organised, methodical and process-orientated	✓	
Able to work under pressure	✓	
Able to act on own initiative within the confines of the job	✓	
Good computer literacy required		✓
Confident networker		✓
Can-do, positive, entrepreneurial attitude	✓	
Action-orientated	✓	