

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

STEM Innovation Hub Manager

## **College/Department**

College of Science and Engineering

## **Location**

Markeaton Street, Derby, DE22 3AW

## **Job Reference Number**

0047-25

## **Salary**

£50,000 to £55,000 per annum

## **Reports To**

Project Lead

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

This role is employed by the University of Derby but operates in partnership with the multi-regional and cross-institutional Climate Scaling Collaborative (CSC). It is supported by £5m Research England funded initiative involving five universities led by Imperial College London, that aims to transform innovative UK-based climate startups into world-leading scale-ups.

As STEM Innovation Hub Manager, you will work to provide exceptional leadership with the core purpose of the role to help identify and connect participants and key stakeholders involved in the scale-up of sustainable startups. The post holder will identify and enable access to the key aspects of support structure (e.g. investment or funding sources, regulatory, testing, certification and accreditation support, technical advice and expertise from facilities across the UK Climate Scaling Collaborative network), using your initiative and networking skills to support businesses in meeting scale-up challenges and removing barriers for innovation.

## **Principal Accountabilities**

1. Mapping organisations and investors who have the potential to support the scaling up of cleantech companies e.g. companies who can be clients, manufacturers, supply chain partners etc.
2. Develop relationships with these stakeholders to garner and encourage their interest.
3. Assessing the ways in which those entities are most likely to engage with the consortium and the startups on the programme and beyond.
4. Map regional specialities, with a specific focus on the university as anchor institution, source or research and talent etc.
5. Champion opportunities related to the climate scale up collaborative with those stakeholders.
6. Work with stakeholders to develop a longer-term vision for a regional climate scale up support hub, identifying steps to strengthen the approach.
7. Deliver regional events to stimulate the ecosystem.
8. Work with the wider climate scaling collaborative and other regional hub development managers to create an effective network, and mechanisms to enable the movement of scale ups and related opportunities across parts of the UK.
9. Work closely with the Fundraising Manager and development colleagues in their institutions to explore the potential paths to sustainability.
10. Co-develop tools with the ecosystem and other project team members to empower the network and drive successful outcomes.
11. Establish a network of experts and facilities.
12. Participant recruitment, requirement definition and diagnostics.
13. Scale-up process and financial management.
14. Navigating Climate Policy and Regulation.
15. Engagement with key stakeholders.
16. Committee and meeting representation.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Degree in a subject related to the role or equivalent qualification and/or relevant experience

#### **Experience**

* Demonstrable experience in successfully supporting technical innovation from initial seed funding to a scale up stage, as well as proven ability in successful project management and in effective communication with diverse teams
* Experience of developing new business opportunities through enterprise and commercial networks
* Experience in business development, partnerships, consulting, or similar client-facing activities
* Experience in building sustainable relationships with external groups, clients and companies and the ability to up-sell opportunities
* Experience of managing projects of similar nature and complexity at the same time
* Experience of liaising with internal and external stakeholders in respect of project resources and delivery
* Experience of managing project budgets
* Experience of robust change control processes
* Experience of tracking projects through plans to suit the audience and need
* Experience of working with and maintaining robust, evolving, and supportive project organisations

#### **Skills, knowledge & abilities**

* Understanding of investment and funding sources relevant to this type of project
* Knowledge of the regulatory, certification and accreditation landscape relating to climate scaling
* Strong negotiating skills and the ability to forge new business contacts
* Ability to build positive relationships and quickly gain the trust and confidence of key stakeholders across the business and project
* Excellent communication skills, written and verbal, with the ability to communicate effectively with a range of people
* Excellent proposal writing and presentation skills
* High level interpersonal, influencing and networking skills
* Good working knowledge and understanding of project management tools
* Excellent IT skills, in MS Office productivity tools, including use of Microsoft SharePoint and Teams as a repository for project documentation and delivering meetings/workshops
* Diligent, accurate, and committed to delivering high quality outputs
* Excellent organisational, time and management skills, with the ability to co-ordinate and manage multiple tasks, whilst also having the flexibility to respond effectively to changing demands and priorities
* Ability to take a proactive approach to work displaying tenacity and curiosity
* Strong, results-focused, with the ability to engage, enthuse and inspire team members
* Excellent and proven customer liaison and service skills, providing a first-class customer service to customers
* Committed to equality and diversity

#### **Business requirements**

* Some requirements to work occasionally outside of normal office hours
* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner
* Full UK Driving Licence

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).