

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Position:</b>	<b>Science Collaboration Manager</b>
<b>Employer:</b>	Anglia Innovation Partnership LLP
<b>Salary/FTE:</b>	£38,000 to £42,000 depending upon experience. Full-time position Contract: Maternity cover up to 6 months with possibility for extension
<b>Application closing date:</b>	This post will remain open until it is filled. Applications can be sent at any time, and interviews of shortlisted candidates will be held on a rolling basis.
<b>Location:</b>	Centrum, Norwich Research Park, Colney Lane, Norwich NR4 7UG
<b>Contact</b>	For further information about this position, please contact Dr Nick Goodwin, Chief Operating Officer, <a href="mailto:nick.goodwin@norwichresearchpark.com">nick.goodwin@norwichresearchpark.com</a> to arrange a call.
<b>Benefits:</b>	27.5 days plus public holidays Flex-time scheme Contribution to company pension scheme Death in service scheme Free parking
<b>Start date:</b>	Immediate
<b>Reports to:</b>	Chief Operating Officer, Anglia Innovation Partnership LLP
<b>Background to Norwich Research Park and Anglia Innovation Partnership</b>	<p>Norwich Research Park, situated west of Norwich, is one of the largest single-site concentrations of research in food, genomics and health in Europe. The site hosts the John Innes Centre, The Sainsbury Laboratory, Earlham Institute, Quadram Institute, University of East Anglia and Norfolk and Norwich University Hospital, plus 40 companies based in either commercial laboratory and office accommodation, or as a virtual tenant.</p> <p>Anglia Innovation Partnership LLP (AIP) is the science park management company responsible for developing and maintaining commercial laboratory and office space for research and development intensive businesses. AIP LLP also facilitates interactions between parties on and off the NRP.</p> <p>AIP manages 100,000 sq ft of commercial accommodation, including the popular Centrum building, and has exciting growth plans to construct over a million sq ft of new laboratory and office buildings, over the next ten years. Attracting new science-based companies who wish to collaborate with the resident research and business community means the Science Collaboration Manger role is a key part of the formula for success.</p> <p>You will be working within a motivated science park management team, based in the Centrum building, who cover finance, marketing, community development, asset management, development management, enterprise activity, facilities administration, and reception.</p>

<p><b>Main Purpose and Summary of Role:</b></p>	<p>This role provides an essential interface aiding collaboration between the academic researcher and wider business community both on and off the Norwich Research Park and supports the delivery of the vision for NRP. The foundation of this role is to work with relevant cross park representatives to optimise science collaboration across the campus and with industry partners. There are three core elements of the role:</p> <p><b>Coordination and Communication</b> A focus for the role is capturing the respective requirements of the research and business community, and match making to build collaboration and commercial opportunities. The Science Collaboration Manager will help to forge new connections informally through site visits, and through facilitated workshops financially supported through its <a href="#">Explorer Forum</a> programme.</p> <p>The communications aspect of this role will be a key contributor to the AIP LLP Board's activities in support of regional development through promotion of the NRP nationally and internationally.</p> <p><b>Working with Industry Partners</b> The post holder will work closely with other members of the AIP LLP team in support of a wide range of business development activities, and in particular will act as a facilitator in the engagement of the NRP's science community with existing and prospective business tenants. Helping to facilitate new collaborations where the campus research community helps solve industry problems.</p> <p>The post holder will be expected to develop a good appreciation of the science capabilities across the NRP, the technology capabilities and supporting infrastructure, and be able to translate this into business development opportunities – promoting the benefits of locating on the research and innovation campus. This will often involve liaising with business relationship managers across the park and directly with academic and business contacts.</p> <p><b>Funding and Partnerships</b> The post holder will remain informed and communicate opportunities about upcoming funding schemes and inward investment opportunities for relevant Norwich Research Park sectors. This includes for example Innovate UK grants and funds sourced from Local, Regional and National Government agencies. Upon identification of a potential funding sources the post holder will agree how our business community is involved.</p>
<p><b>Scope:</b></p>	<p>Norwich Research Park includes the John Innes Centre, The Sainsbury Laboratory, Earlham Institute, Quadram Institute, University of East Anglia and Norfolk and Norwich University Hospital, and home to 40 companies.</p> <p>The Science Collaboration Manager is the principal person, within AIP LLP, to build connections across the campus with the resident research and business community and manage external business enquiries seeking research connections with the Norwich Research Park. You will work with external organisations to bring new opportunities to the Norwich Research Park.</p>

<p><b>Key Responsibilities:</b></p>	<p>The Science Collaboration Manager will be involved in both strategic planning with the Chief Operating Officer and delivering specific research and business events and opportunities to build new business activity with research organisations on the park as well as attract new tenants.</p> <p><b>Areas of responsibility and key activities:</b></p> <p>The Science Collaboration Manager will work with local institute stakeholders, businesses, and other organisations on and off site. Typical tasks may include:</p> <ul style="list-style-type: none"> <li>• Capture and develop a wide understanding of thematic science strength and activities undertaken on the NRP.</li> <li>• Scope, coordinate and develop engaging business events and activities, including VIP industry visits, including agenda development, presenting and hosting.</li> <li>• Construct and manage a science communications strategy that promotes NRP scientific achievements, ongoing research and key strengths.</li> <li>• Working with colleagues to explore and activate new business development activities, engaging proactively with science colleagues across the AIP LLP to ensure the optimisation of the science input and outcomes.</li> <li>• Horizon scan for inward investment and networking opportunities.</li> <li>• Run regular facilitated workshops directly and with support of professionals, e.g., Explorer Forums.</li> <li>• Provide regular progress reports, proposals and other documentation as required by the AIP Board and Committees.</li> <li>• Be responsible for progressing relevant inward investment bids, involving colleagues across the NRP as necessary.</li> <li>• Promote NRP research impact at national and international events.</li> <li>• Review, synthesise and distribute summaries of key sector reports.</li> <li>• Provide presentations to internal and external groups regarding the key attributes of Norwich Research Park.</li> </ul>
<p><b>General Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• To carry out responsibilities, commensurate with your position, as defined within company policies and procedures, e.g.: <ul style="list-style-type: none"> <li>○ Equal Opportunities</li> <li>○ Health, Safety and Wellbeing</li> <li>○ Data Protection</li> <li>○ Risk Management</li> </ul> </li> <li>• To undertake any other similar duties at this level as required by the Executive Team</li> </ul>
<p><b>Direct Reports:</b></p>	<p>None</p>
<p><b>Key Relationships:</b></p>	<p>Wider AIP Team, research leaders within other organisations, knowledge exchange and commercialisation professionals, business tenants, funders, consultants, service providers.</p>
<p><b>Right to work in the UK</b></p>	<p>Applicants must have the right to work in the UK as AIP LLP does not hold a Sponsorship Licence</p>

## Person Specification

<b>Criteria</b> (E – Essential; D – Desirable)	<b>How Assessed?</b> Application (A) Interview (I) Task (T)
<b>Qualifications / Education / Training</b>	
1. Bachelor's degree, or equivalent, in a science discipline, (E) or higher degrees such as MSc or PhD (D).	A
2. Qualification in project or programme management. (D)	A
<b>Experience</b>	
1. A science background with experience of programme management. (E)	A, I
2. Experience of writing, coordinating and contributing to reports. (E)	A, I
3. Experience of presenting research stories to academic, business, political, public and other stakeholder audiences. (E)	A, I
<b>Skills, Knowledge and Level of Competency</b>	
1. Programme planning tools and experience of managing projects and budgets within a research or funding context. (E)	A, I
2. Effective communication skills both verbal and written. (E)	A, I
3. Ability to interpret, synthesise and summarise programme relevant information from scientists and. (E)	A, I
4. Creation of web and marketing content to promote research outputs. (D)	A, I
5. Experience of preparing funding applications (D)	A
6. Proficient in using Microsoft Office, Word, Outlook and Excel. (E)	A, I
7. The ability to establish effective working relationships at all levels internally and externally. (E)	A, I
<b>Interpersonal &amp; Communication Skills</b>	
1. Must be capable of working with staff at all levels and be excellent communicator in person and in writing. (E)	I
2. Ability to work autonomously in a supportive environment. (E)	I
3. Ability to engage with external stakeholders. (E)	A, I
4. Ability to influence people (E)	A, I
5. Excellent time management and organisational skills. (E)	A, I
<b>Personal Qualities</b>	
1. A commitment to the delivery of high-quality service. (E)	A, I
2. Negotiating and influencing skills. (E)	A, I
3. Ability to plan and organise personal workloads effectively to meet tight deadlines. (E)	A, I
<b>Other (e.g., constraints)</b>	
1. Ability to travel and attend meetings and conferences off site with nights away, plus attend evening events (E)	I
2. Full driving licence. (D)	A

## **Advert Text**

### Background

Anglia Innovation Partnership LLP (AIP LLP) is the organisation that promotes and manages the Norwich Research Park and is responsible for bring the Vision for the campus to life. AIP LLP currently has an exciting opportunity for an enthusiastic and motivated individual to join the team as Science Collaboration Manager.

Norwich Research Park is one of the largest research clusters in Europe. The park is home to six main partners: the John Innes Centre, Earlham Institute, Quadram Institute, The Sainsbury Laboratory, the University of East Anglia and the Norfolk and Norwich University Hospital, as well as a community of over 40 businesses. The Park is one of five BBSRC Research and Innovation campuses in the UK, and the only one with three strategically funded BBSRC research institutes in one location.

The research and enterprise activity on campus aligns to four global markets, agri-biotech, industrial biotech, food biotech and medtech. The campus is an ideal location for businesses that want to benefit from the specialist facilities and expertise, a dedicated on-site support team and a growing profile.

### The Role

AIP LLP wishes to appoint a full-time Science Collaboration Manager (37.5 hours per week) to oversee development of research themes that represent the scientific outputs, innovation and networks that extend across the Norwich Research Park. The post holder will develop and oversee an AIP LLP science communications strategy that promotes scientific achievements, ongoing research, key strengths and developments; they will horizon scan for inward investment opportunities, monitoring the Partnership's response. They will also contribute to regional development through promotion of the Norwich Research Park nationally and internationally.

### The Ideal Candidate

The ideal candidate will have a biological sciences background with experience of project or programme-level management. Ideally, they will have an understanding of research funding and practice in the UK. Formal qualification in management or project management would be desirable. The post-holder will possess excellent communication and interpersonal skills and be able to work autonomously within a supportive team environment.

### Additional Information

Salary on appointment will be £38,000 per annum depending on qualifications and experience. This post provides maternity cover up to 6 months with possibility for extension, full-time post (37.5 hours per week).

**Apply**, to [nick.goodwin@norwichresearchpark.com](mailto:nick.goodwin@norwichresearchpark.com) with a full CV and supporting statement (no more than two sides of A4) that highlights why you believe you would excel in this role. For further information about Norwich Research Park, please visit our web site [www.norwichresearchpark.com](http://www.norwichresearchpark.com). For an informal chat about the role or suitability please contact **Dr Nick Goodwin, Chief Operating Officer**.

We are committed to equal opportunities and welcome applications from all sectors of society. The Norwich Research Park supports equality of opportunity within the workplace and expects all employees to share and display these values. To support our commitment, we have a range of family, faith, diversity and disability friendly working arrangements to help all staff achieve excellence in their area of work.