

**Business Manager (BioPharm) – 12 Month Maternity Cover**

Applications are invited for the position of Business Managerin the Biomedical Section of UCL Business PLC.

The following application information is enclosed:

1. Information on UCL Business
2. Job Description
3. Terms and Conditions of Appointment
4. Person Specification
5. Equal Opportunities Form

Please send a CV along with a covering letter highlighting your particular attributes relevant to the position and the Equal Opportunities Classification Form to the address below.

Miss Holly Wright

UCL Business PLC

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97 Tottenham Court Road

London

W1T 4TP

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E-mail: [h.wright@uclb.com](mailto:h.wright@uclb.com)

The closing date for applications is 15 June 2012.

Please note that only shortlisted candidates selected for interview will be contacted on or before the

29 June 2012.



**INFORMATION ON UCL BUSINESS PLC**

UCL (University College London) is one of the UK’s leading universities, a world-class multi-disciplinary research and teaching institution whose staff and former students have included 21 Nobel Prize winners. Founded in 1826, UCL was the first university in England to admit students regardless of race, religion or gender. It continues to thrive on the creativity and diversity of its community which today comprises 9,300 staff and 25,000 students from 130 countries across the globe. UCL has an annual turnover exceeding £800m.

UCL Business PLC (UCLB) is a wholly owned subsidiary of UCL. UCLB is set up as an independent company with its own board of directors and is a leading technology transfer company which supports and commercialises research and innovations arising from UCL, one of the UK’s top research-led universities.

UCLB has a successful track record and strong reputation for identifying and protecting promising new technologies and innovations from UCL academics. It invests directly in development projects to maximise the potential of the research and manages the commercialisation process of technologies from laboratory to market.

UCLB is responsible for the delivery of UCL’s commercial-facing knowledge transfer activities by generating income and creating capital value for UCL through the commercial exploitation of research arising from the biomedical, life and physical sciences departments at the university and its associated Institutes.

The activities of UCLB are nominally split into three principal sections covering project management and medical device development, biomedical, physical sciences, engineering and arts knowledge transfer activities. These sections are expected to be independent, working under their respective director, but complementary to enhance the spectrum of business activities with third parties, including multi-transactional, inter-faculty transactions. Supporting these sections are business and legal affairs, marketing and the financial and secretarial offices, each with their respective director or manager. All directors are members of the Executive Management Team which meets monthly.

The mission of UCLB is derived from UCL’s knowledge transfer strategy which is set by the Vice-Provost of Enterprise, who is part of the university’s senior management. This requires the company to act as the principle organisation for engaging with business, transacting, monitoring and reporting knowledge transfer activity across UCL. To achieve this, the company and its staff endeavour to:

1. identify and develop knowledge transfer activities;
2. serve as a single point of entry and focus for knowledge transfer activity;
3. promote UCL’s expertise and technologies to the world; and
4. provide responsive, professional and coherent support for academic/business collaborations.

UCLB supports UCL’s Grand Challenges of increasing UCL’s positive impact on and contribution to Global Health, Sustainable Cities, Intercultural Interaction and Human Wellbeing.



JOB DESCRIPTION

**Job Title:** Business Manager (BioPharm)

**Department:** Biomedical Section

**Term:** 12 Month Fixed Term Contract

**Job Purpose:**

1. Establish and maintain links with relevant academic departments and institutions; engaging with academics to promote the profile and reputation of UCL Business PLC through various communication methods including presentations, seminars and courses, to ensure a flow of commercially viable technologies.
2. Responsible for co-ordinating the commercial activities within the biomedical sector. Identify, develop and promote the services provided by UCL for contract and collaborative research which includes monitoring and evaluating the services provided.
3. Establish and maintain commercial relationships by improving, developing and maintaining the activities of the designated departments or institutes to ensure an effective collaboration between UCL and new or existing business clients.
4. Enhance the presence of UCL Business PLC in the commercial sector through attendance at meetings, conferences and membership of professional bodies, such as the Licensing Executives Society, and UNICO.

**Key Accountabilities:**

* To be the focal point for intellectual property management (IP) matters within the designated research area
* Report to a Senior Business Manager in the Biomedical Section

**Duties and Responsibilities**

* Identification and assessment of the scientific and market feasibility of new technologies emerging from biomedical related research areas at UCL.
* Assist in the protection and downstream management of IP in these areas through formal registration procedures such as patent applications, registered designs and trademarks.
* Working with the legal affairs team, ensure necessary agreements are in place for appropriate transfer of intellectual property, both background and future, into spinout companies.
* Working with a Senior Business Manager, complete revenue sharing and assignment documents, and negotiate revenue sharing with other academic institutions in the case of collaborative inventions.
* Identify those technologies which would be suitable for further development in-house at UCL/UCLB through the use of UCLB funds and/or translational funding through government and charitable funding bodies. Manage the application process for the translational funding, ensuring the highest probability of a successful outcome.
* Provide IP advice to both academics and to UCL's Contract Research Office on IP clauses within research and development agreement.
* Working with a Senior Business manager, determine and execute commercialisation strategies for emerging UCL IP and technologies for licensing and spinout opportunities:
* Market assessment activities including primary and secondary market research.
* Prepare technology brief for circulation through web sites, email and direct posting to potential licensees as soon as technology can be disclosed.
* Working with a Senior Business Manager or Director, negotiate all necessary agreements to license the technology, including evaluations, options and licences Identify and approach potential licensing partners and negotiate terms.
* Ensure performance of licensees, and monitor progress, with audits where necessary.
* For spinout activity working with a Senior Business Manager or Director, advise academic company founders on strategic direction, business plan construction and development of suitable fund raising opportunities.

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 including organisational standards, Financial Regulations and Equal Opportunities
* Participate in staff meetings and training as required
* Maintain an awareness and observation of Fire and Health & Safety Regulations

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



**TERMS AND CONDITIONS**

**Job title:** Business Manager (BioPharm)

**Department:** BiomedicalSection

**Term:** 12 Month Fixed Term Contract

**Salary**

The full time salary range is £35K to £45K depending on qualifications and experience.

UCLB also operates a Performance Related Pay 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**

The normal hours of work are 35 hours per week, excluding lunch hours. Office hours are 9.00am to 5.00pm, Monday to Friday.

**Pension**

The post holder will be eligible to join either SAUL or USS. Both of these are final salary pension schemes.

**Holidays**

The leave year runs from 1 October to 30 September. The holiday entitlement is twenty five working days per annum, which may be taken with the approval of the Director of BioPharm. There are also eight Public Holidays, and a further six days leave given to mirror the UCL closure days over Christmas and Easter.

**Probation**

The appointment is subject to receipt of satisfactory references and to a probationary period of nine months.

**Season ticket Loans & Child Care Voucher scheme**

A season ticket loan and the Child Care Voucher scheme are available to staff who have successfully completed their probationary period. The season ticket loan and Child Care Voucher scheme are processed by a monthly deduction from salary.

**Professional subscriptions**

Should you be required to be a member of a professional body in connection within your role, the cost of the membership subscription[s] will be reimbursed by UCLB on provision of proof of payment and with the agreement of your line manager.

**Other**

UCLB operates a no smoking policy.

Staff are expected to conduct themselves in a professional manner whilst in the work environment and should be well presented.



**PERSON SPECIFICATION**

**Job Title:** Business Manager (BioPharm)

**Department** Biomedical Section

| **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | | |
|  |  | PhD in a biological science subject and the relevant experience |
| **Experience** | | |
|  | Experience of working in a demanding environment, either academia or industry. Demonstrating the ability to command the confidence of all those reliant on the effective delivery. |  |
|  |  | Some experience of technology /opportunity assessment and marketing, as well as legal and technical aspects of contract, collaboration, licensing and corporate agreements. |
|  | Able to demonstrate the ability to operate effectively in highly ambiguous situations, and to handle numerous projects simultaneously while also enjoying such an energetic working environment. |  |
|  |  | Experience of grant funding of projects and knowledge of academic funding sources. |

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| **Abilities** | | |
|  | IT skills (Microsoft word, Excel, PowerPoint, Web searching) |  |
|  | Experience and proven ability in preparing and presenting reports that are clear, concise, accurate and appropriate for a diverse audience verbally and in writing. |  |
|  | Ability and experience of handling a challenging role with confidence, demonstrating initiative, self-motivation and attention to detail. |  |
|  | Ability to demonstrate excellent organisation skills, being able to prioritise work and meet deadlines, and work independently without undue supervision. |  |
|  | 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. |  |

***CONFIDENTIAL -* EQUAL OPPORTUNITIES CLASSIFICATION FORM**

UCLB has a commitment to ensuring that staff are appointed, and promoted on the basis of merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation), marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

Monitoring enables us to see what is happening in practice, to assess the impact of our equal opportunities policy and its implementation, to set any targets for improvements, and measure progress. To enable us to do this, and to make the exercise successful, we rely on the following details.

On receipt, this form will be separated from your application form/CV. The information provided will be treated in the strictest confidence and will only be used for the purposes of monitoring. **Thank you for your co-operation.**

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| **Name** | | | | | | | | | | | | **Job Title/Ref. Nº** | | | | | | | | | | | | | | |
| Please complete all 5 sections: | | | | | | | | | | |  | | | | | | | | | | |  | | | |
|  | **1.** | | **Ethnic Group** | | | | | | | | | **2.** | | **Sex** | | | | | | | | | | | | |
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|  |  | **A** | | **White** | | | | | | | |  | |  | | Male | |  | | | Female | | | | | |
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|  |  |  | | Irish | | | | | | | | **3.** | | **Nationality** | | | | | | | | | | | | |
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|  |  |  | | Any other White background | | | | | | | |  | | |  | | | | | | | | | |  | |
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|  |  | **B** | | **Mixed Race** | | | | | | | | **4.** | | **Are you disabled or do you have an impairment or medical condition?** | | | | | | | | | | | | |
|  |  |  | | White and Black Caribbean | | | | | | | |  | |  | | | | | | | | | | | | |
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|  |  |  | | White and Black African | | | | | | | |  | | Yes | | | | | | | | | | | | |
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|  |  |  | | White and Asian | | | | | | | |  | | No | | | | | | | | | | | | |
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|  |  |  | | Any other Mixed Race background | | | | | | | |  | | (Examples of a ‘condition’ may include impairment of senses, co-ordination, memory, mobility, learning, health or well being) | | | | | | | | | | | | |
|  |  | **C** | | **Asian or Asian British** | | | | | | | | **5.** | | **Date of birth** | | | | | |  | | | | | |  |
|  |  |  | | Indian | | | | | | | |  | |  | | | | | | | | | | | | |
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|  |  |  | | Any other Asian background | | | | | | | |  | |  | | | | | | | | | | | | |
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|  | | **D** | | **Black or Black British** | | |  | | | | |  | |  | | | | | | | | | | | | |
|  | |  | | Caribbean | | |  | | | | |  | |  | | | | |  | | |  | | | | |
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|  | |  | | Any other Black background | | | | | | |  |  | |  | | | | |  | | |  | | | | |
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|  | | **E** | | **Chinese** | | |  | | | | |  | |  | | | | |  | | |  | | | | |
|  | |  | | Chinese | | |  | | | | |  | |  | | | | |  | | |  | | | | |
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|  | | **F** | | **Other Ethnic Group** | | | |  | | | |  | |  | | | | |  | | |  | | | | |
|  | |  | | Any other background | | | | | |  | |  | |  | | | | |  | | |  | | | | |