Job Title: STAR (Space Technology Applications from Research) Business Manager  
Grade: 9  
Salary: £52,560 to £59,135 per annum  
Department: Research and Enterprise Division  
Hours/Contract: Full time, fixed term contract for three years  
Reference: 1239

Role Purpose
An exciting and unique opportunity exists for an experienced Business Manager, with a strong technical background, to take the leading role in the formation, delivery and ultimate success of the Space Technology Applications from Research (STAR) Centre.  

STAR is a brand new high-tech Research and Development Centre (part-funding by European Regional Development Fund to be confirmed) to enable the University to engage and support industry (specifically SMEs) to use the excellent cutting-edge Space engineering research from the University’s investment in Space Park Leicester.  STAR is a dedicated facility offering a unique cutting-edge and ‘needs led’ service to industry for design, testing, diagnostic, prototyping and one off manufacturing services utilising our specialist expertise and facilities.  The STAR team will include expertise in design and prototyping to deliver electronics and Additive Manufacturing based prototyping and one off manufacturing.  The subsidised innovation support to qualifying SMEs will include technology demonstrations in electronics and 3D printing (composites, plastics and metals) to enable SMEs to develop, introduce and or launch new products.  

The role of the business manager will be to lead this activity, and manage the university’s practical innovation and incubation support through the STAR centre, working with the Academic lead and the CEO Science Parks to successfully deliver the STAR project/business plan and bring sustainability to the Centre.  You will report to the STAR Project Board.  

The post will additionally, as part of Space Park Leicester, call on and work in partnership with the Engineering, Physics and Astronomy departments, Leicester Innovation Hub and RED (Research and Enterprise Division).  

Leading the STAR team you will engage and develop new business opportunities, identify new clients from sectors such as Space and Aerospace, Life Sciences/Biotech, Advanced Manufacturing and Engineering, Transport & Logistics, Textiles and Creative Industries.  You will lead the delivery of the ERDF and University outputs and outcomes on time and to budget by managing and delivering all aspects of the project including team management; you will undertake business development to provide technically innovative support to business partners; you will secure income/funds to ultimately achieve sustainability of STAR by proactively building and maintaining research, business and industry links and activity, aligned with the University’s space and earth observation expertise.  

Leading the STAR team, you will ensure the project adheres to and complies with appropriate confidentiality agreements, IPR agreements and statutory regulations such as state aid, publicity and procurement requirements.  You will develop and lead implementation of appropriate measures, processes and policies to protect the University.  With the team you will be responsible for building a pipeline and managing commercial and collaborative project opportunities in line with priority Innovate UK themes, the Industrial Strategy and the LLEPs Local Industrial Strategy.  

This is a challenging and rewarding opportunity for an experienced business development manager with operational knowledge gained in a high-tech environment with passion to support SME based research and innovation through knowledge exchange.
Job Summary

Resources Managed

- Full responsibility and management for project budget and output/results delivery
- Line management of project staff (approximately four staff)
- Operational management of the STAR infrastructure of cutting-edge manufacturing technology and equipment
- Full responsibility for business liaison and relationship management with internal and external colleagues
- Responsible for full compliance with ERDF and University systems, processes and regulations including as part of the team for health and safety
- Responsibility for promoting along with creating opportunities to celebrate successful collaborations with SMEs, launch of innovations and new business start-ups.
- Be responsible for team delivery of day-to-day services authorised by academic lead

Main Duties and Responsibilities

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<th>Main Duties and Responsibilities</th>
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| **Operational Expertise**        | 65%
| To deliver University of Leicester (UoL) commercial services and ERDF project outputs and outcomes successfully, to target, on time and budget by developing and delivering innovation support activities from the University for the benefit of SMEs through the STAR Centre i.e.: | |
| - To deliver contracted ERDF and UoL outputs and outcomes by working closely with the academic lead, Science Park CEO, academic staff, Research Institutes, R&D and research groups across the University and in multi-disciplinary teams. | |
| - To manage the STAR staff and budget resources | |
| - Develop and optimise processes, procedures and reporting systems to effectively and professionally deliver the programme | |
| - To recruit and support SMEs as appropriate to build a strong business cluster and collaborative opportunities. | |
| - To develop and grow a number of collaborative relationships with businesses, delivery partners, including academics, and other stakeholders, as relevant, such as the LLEP Growth Hub to secure new funds to deliver sustainability of the operations | |
| - Working closely with the academic lead, support SMEs innovations by identifying and matching space instrumentation and academic research strengths across the university with SME needs by liaising with and working closely with other innovation/knowledge exchange projects across the University e.g. SPRINT for Space, Leicester Innovation Hub and the Research Institute | |
| - To manage, monitor and produce essential reports, claims, summative assessments, budgets and KPIs to meet ERDF and University reporting and claims requirements | |
### Job Summary

- To manage STAR facilities and innovation support activities by ensuring the facilities are used efficiently and maintained to a high standard
- To represent the STAR/University at an appropriate level at a range of events including conferences and exhibitions which will include out of hours working.
- To secure new funds to continue supporting SMEs through the STAR beyond the ERDF grant
- Working closely with the academic lead and the CEO Science Parks to develop innovation events, workshops and demonstrations for SMEs and stakeholders to showcase the STAR facilities, capabilities, technologies and techniques. Develop relevant marketing and communication including videos, press releases and cases studies in partnership with the Marketing and Communication team to promote the STAR and the University’s wider knowledge exchange initiatives to develop greater number of collaborative R&D opportunities, case studies and REF impact; ensuring alignment to Space Park Leicester.
- To undertake other duties as may be required commensurate with the role.

### Internal and External Relationships

- Business Owners, Managing Directors and Senior Staff in SMEs.
- LLEP Business Gateway (Growth Hub), Business intermediaries and support organisations, e.g. FSB, IOD, Chamber of Commerce, Food Park
- Project Academic Lead, SPRINT Director, CEO Science Parks, Board, Management Team, STAR Team and Steering groups
- Academics across the University to align services to research strengths and promotion of said strengths
- Colleagues in the Research and Enterprise Division (R&ED) and those based in the Leicester Innovation Hub e.g. SPRINT for Space, East Midlands Centre of Excellence in Satellite Applications, Leicester Innovation Hub, LIAS
- University purchasing team for procuring consumables and equipment in support of the daily operations at STAR
- University HR for recruitment and staff contract management
- University IT services, to ensure the software STAR relies upon is maintained effectively by IT services. Liaise with IT services on data access and data security of clients.
- Space Park Leicester team to coordinate the physical access to STAR by clients, staff, and stakeholders
- Career Development Services to align with and support graduate internships and placements in businesses engaged

### Planning and Organising

- Further develop STAR delivery/business plan
- Plan and organise own and team workload
## Job Summary

- Plan and organise delivery of multi-faceted innovation support including specialist workshops and the successful operation of the STAR facilities and where necessary training of STAR team
- Plan and organise the maintenance of the key assets of STAR
- Prioritise, organise, and adjust the work schedule of the STAR facilities and technologies as required in conjunction with team workload
- Plan and manage delivery of marketing and communications for the STAR
- Deliver management reports and statistics for internal and external consumption
- Prepare and submit compliant quarterly ERDF claims
- Plan systems and processes to achieve delivery outputs

## Qualifications, Knowledge and Experience

### Essential
- First degree in engineering or physical sciences or relevant professional experience *
- Senior level management experience*
- Proven ability and experience of delivering complex funded programmes ideally in an HEI environment*
- Experience of delivering Innovation/business support/KE programmes ideally to SMEs*
- Commercial acumen and experience combined with business development including proposals, negotiations*
- Proven experience and track record of budget, staff and project management reporting*
- Project management and line management experience*
- Ability, experience and track record of building and maintain external strategic industry and research led networks *
- Experience and commercial acumen of business development and delivering high tech support including business model development, marketing and execution ideally in a related field for one or more of the following: automotive, transport, space instrumentation, life sciences and energy sectors*

### Desirable
- Experience of designing for or using advanced manufacturing techniques (e.g. Additive Manufacturing techniques, advanced electronics manufacturing) for prototyping and or manufacturing*
- Track record of delivering commercial engineering services for high value precision products to the aerospace, the space instrumentation, or the transport or other appropriate sectors*
- Evidence of supervision/co-supervision of technical staff in a research or innovation-led environment*
- Understanding of and experience working with Academics
- Understanding of and experience working with UK innovation funding structures and bodies.
- Membership or/and evidence of activity with professional engineering institutions (preferably chartered engineer registration)
- Experience of managing innovation programmes
- Track record of developing and writing bids
Job Summary

- Experience of developing promotional activities, and communication events
- Experience of University grant management systems (SAP)

*Criteria to be used in shortlisting candidates for interview*

### Skills, Abilities and Competencies

**Essential**

- Excellent interpersonal skills including good team working and leadership skills*
- Ability to build strong relationships with core stakeholders, business intermediaries and senior business owner managers*
- Ability to interpret complex technical data and to communicate effectively to STAR clients and staff
- Understand the application of the scientific and engineering method to the design of prototypes and technical design problems*
- Ability to design & execute & explain complex workflows involving multiple clients, stakeholders, staff, external suppliers, and research staff*
- Ability to prioritise tasks and manage time for self and the line managed staff*
- Excellent numerical and IT skills*
- Excellent written communication skills*
- Ability to lead a technical team in research environment
- Ability to write research grant proposals and project proposals with industry
- Ability to drive to customers’ business premises are required*
- Ability to draft and negotiate contracts, confidentiality and collaborative agreements*

**Desirable**

- Experience in use of Matlab and of its Signal Processing Toolbox.
- Experience in the use Additive Manufacturing hardware and software.
- Competent or experience of CAD designer (AutoCAD, SolidWorks, NX, CAD-Star)
- Experience in the use of LabView for real-time system control.
- Experience in the use of commercial finite element analysis for modal analysis
- Workshop delivery and business support to SMEs

*Criteria to be used in shortlisting candidates for interview*

### Additional Information

This role is key to the success of the University of Leicester’s STAR in which the University and ERDF are investing ~£5.4m.

The role requires you to regularly work out of hours (e.g. attendance at breakfast workshops and evening events), primarily in Leicester and Leicestershire and in the midlands region.

The work involves business travel with/without STAR staff (typically the CEO Science Parks, the Academic Lead, academic staff associated to STAR and R&ED colleagues) to customers to support client engagement and elsewhere e.g. conferences, meetings with funders as required.
### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### VITAL

The University encourages all staff to live our [VITAL values](#) which are: **Valuing People, Innovators, Together, Accountable, Leaders.**

### Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.