

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 22 April 2019

Interviews are planned for: 10 May 2019



JOB DESCRIPTION – Job ref REQ02443

Job Title and Grade:	Head of Start-up Support Grade 10
Contract:	Permanent, full-time. Part-time 0.8 FTE will be considered (see Additional Information).
Hours:	A notional minimum of 36 hours per week
Salary:	£51,630 - £58,090 per annum (pro-rata for part-time)
Department/Section:	Research and Enterprise Office
Responsible to:	Director of the Research and Enterprise Office
Reports on a day to day basis to:	Deputy Director (Enterprise), Research & Enterprise Office
Responsible for:	Enterprise Officer
Purpose of job:	<ol style="list-style-type: none"> 1. Develop and implement the University's strategy for start-up support and incubation support on the Knowledge Gateway. 2. Responsibility for the planning and delivery of Enterprise support programmes to provide a comprehensive start-up support package for students, graduates and (on some programmes) members of the local community. 3. To manage the Digital Creative Programme in the Innovation Centre and establish and deliver programmes based from the facility and have oversight of maintenance and update of equipment. 4. Develop a community of University entrepreneurs who will form a pipeline for future Knowledge Gateway tenants, improve graduate destinations and support links which facilitate knowledge transfer and research impact. 5. Lead and contribute to the delivery of wider knowledge exchange activities and improve employability outcomes of graduates, through enabling self-employment.

Duties of the Post:

The main duties of the post will include:

- Planning, Operational Delivery and leadership of start-up support
- Stakeholder Engagement

1. START-UP SUPPORT

- Responsibility for the development and delivery of support to start-ups (including boot-camps, events, one-to-one advice, workshops)
- Developing and implementing an approach to maximise the synergies between the Employability & Careers Centre (EC&C) extra-curricular enterprise offer and the Innovation Centre.
- Overseeing the marketing and publicity for start-up activities, events and the Digital Creative Programme in the Innovation Centre.

- Responsibility for the recruitment and review of people seeking to use the Incubation space within the Innovation Centre by supporting business development and implementing any access criteria.
- Providing expert input to the delivery of the Digital Creative Programme and other initiatives.
- Encouraging candidates to apply to the Knowledge Gateway Seedcorn fund.
- Securing new funding and generating opportunities for business start-ups, including through developing collaborative funding bids and embedding of start-up support within broader business support or research bids.
- Oversight of the tier 1 (entrepreneur) visa support application and review process to enable international students to become part of the start-up community.

2. STRATEGY AND LEADERSHIP

- Representing the University of Essex in relation to start-up support on a regional and national stage.
- Leading the team to achieve the KPIs agreed by the University and the Knowledge Gateway Board for start-ups.
- Developing and implementing an extra-curricular enterprise offer which complements wider University provision to create an effective start-up ecosystem.
- Providing expert advice and input to the Start-Up support strategy and Digital Creative programme to be delivered within the Innovation Centre.
- Establishing and maintaining the day-to-day working relationships with Oxford Innovation staff within the Innovation Centre, ensuring collaborative working practices and supporting communications between the University and the Innovation Centre management and tenants.
- Overseeing the use of the Start-Up incubator equipped with VR and AR equipment to promote the growth of businesses based on digital technology.
- Developing and curating an active community of start-ups that are based on the Knowledge Gateway, identifying and targeting support businesses/entrepreneurs and providing additional expert support to increase start-up numbers and support growth.
- Providing timely and accurate management data to key senior stakeholders, including writing reports, policy papers and compiling the case for the resourcing of enterprise.
- Contributing to the University's annual HEBCI data return.
- Line management of the Enterprise Officer, Enterprise Assistant, Technical Support Officer, and other staff supporting incubation and enterprise.

3. STAKEHOLDER ENGAGEMENT

- Liaising with and development of groups of regional business partners that provide specialist advice and support to enterprise activities and representing the University in discussions with regional and national bodies about start-up support (including the Growth Hub, SELEP and Local Authorities).
- Building and extending networks and partnerships with regional and national organisations, regional business people and specialists that provide mentoring and support.
- Developing links with internal University stakeholders including: The Employability and Careers Centre, Estates, the Students Union and the academic community.
- Promoting opportunities across networks for knowledge exchange and research impact.
- Monitoring and contributing to consultations and sector developments, providing expert briefings to senior staff within the University on such developments.

1. OTHER

- Any other duties as may be assigned from time to time by the Director of the Research and Enterprise Office or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>



PERSON SPECIFICATION

JOB TITLE: Head of Start-Up Support
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Qualifications /Training

	Essential	Desirable
▪ Educated to degree level or equivalent experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Project management qualification or experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Business support professional qualification (e.g. SFEDI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Postgraduate business qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of entrepreneurial environment either as founder or managing director of a start-up or in provision of support to start-ups	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ First-hand knowledge of company start up process	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ High level of awareness regarding business growth and start-up support services, including government policy and relevant stakeholders and agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Awareness latest developments in digital technology and how innovation can support new business growth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with students to deliver enterprise support	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working in a university environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of business plan development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience or significant knowledge of fund raising and equity investment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of managing budgets and developing financial forecasting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing programmes / schemes involving business and/or community participants.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Good awareness of Intellectual Property Rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience or knowledge of digital creative industries	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent leadership and management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Outstanding communication skills both oral and written	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Outstanding ability to work with a wide range of people, demonstrating tact and diplomacy and ability to establish and maintain relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Outstanding organisational skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Extensively networked and able to build new relationships with support organisations and partners that can support the start-up community.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proactive approach and ability to use own initiative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ Ability to work outside normal office hours when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to travel between campuses and undertake occasional business travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

March 2019

ADDITIONAL INFORMATION

Research and Enterprise Office

You can find more information about the department at the following
<https://www.essex.ac.uk/information/professional-services/research-enterprise-office-team>

General information

Full-time, Monday – Friday, 09.00 - 17.00 (additional hours when required) mainly in Colchester but also in Southend (at least one day a week). A part-time appointment (0.8 FTE) will be considered. Please state your preference for full-time or part-time on your application.

Informal enquiries may be made to Dr Robert Singh: (email: rsingh@essex.ac.uk; telephone: 01206 874278). However, applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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