



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

### **Commercialisation Manager for Social Sciences, Leeds Social Sciences Institute**



**Salary: Grade 7 (£34,304 – £40,927 p.a.)**

**Reference: ESLSS1083**

**Fixed-term until 31 March 2023**

**We will consider job share and flexible working arrangements. We will also consider internal candidates on a secondment basis**

## **Commercialisation Manager for Social Sciences Leeds Social Sciences Institute (LSSI), Faculty of Education, Social Sciences and Law**

**Are you keen to work in a fast paced, dynamic and innovative environment? Do you have experience in developing new collaborations between education or research institutions and external partners? Do you have excellent project management skills and the ability to build sustainable external partnerships?**

The LSSI is a vibrant research Institute that works to support and enhance the social sciences across the University. It fosters interdisciplinary and international research collaborations, promotes relations with external partners in the public, private and third sectors and builds capacity through the provision of training and skills development for the next generation of research leaders.

We are looking for a Commercialisation Manager who will be responsible for new commercialisation opportunities arising from research. You will be expected to further develop skills and knowledge in (intellectual property) IP management and commercialisation. You will be responsible for the development and management of a commercialisation strategy for the Leeds Social Sciences Institute, working collaboratively with colleagues across the University you will identify research outputs with potential for commercialisation.

The role will play a pivotal role in a sustainable strategy and institutional capacity for growth in commercialisation in social sciences. This will include project management of early stage commercial opportunities and supporting commercial development in Social Sciences.

You will have significant experience of managing complex projects with good evaluation, planning and project management skills. You will have an educational background in social sciences and demonstrate experience of commercialisation of research. The ability to effectively engage with a wide range of internal and external stakeholders is essential to this role.





## What does the role entail?

As a Commercialisation Manager for Social Sciences your main duties will include:

- Leading the project management of commercial opportunities for social sciences. This includes ensuring that projects meet stated deliverables, undertaking regular progress reviews, responsibility for the management of interactions with academics and provide oversight;
- Coordinating and manage a list of significant commercialisation opportunities in the social sciences including details of potential funding requirements, timing, and sources of funds;
- Working closely with academic colleagues across the University and relevant commercialisation teams to assess the strength of research commercialisation opportunities;
- Providing end to end project management of commercial development of projects;
- Assisting academics to identify potential early-stage commercialisation, develop proposals alongside academic teams and provide commercial oversight of projects;
- Undertaking evaluations of commercialisation opportunities;
- Responsibility for developing and building productive commercial relationships with partners and external stakeholders, including proactively reviewing and adapting the service as and when necessary;
- Setting up internal capacity and network around social science commercialisation opportunities and to develop relationships with external partners;
- Liaising with the University of Leeds Commercialisation Team, to ensure internal procedures and policies are proactively adhered to;
- Supporting the scoping and management of internal development projects and progressing opportunities towards an appropriate commercial output;
- Maintaining accurate records and comprehensive information relating to commercial opportunities using the University's management systems;
- Setting up internal training events to enhance researcher skills for commercialisation in the social sciences;
- Preparing briefing papers for internal and external stakeholders as required.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Commercialisation Manager for Social Sciences, you will have:

- Experience of managing complex projects;
- An interest in and/or knowledge of the development of early stage commercialisation opportunities;
- Experience of identification, commercial assessment and evaluation of early stage commercialisation opportunities;
- Communication and excellent interpersonal skills, with a track record of building effective partnerships;
- Experience of developing and implementing policies and processes across complex organisations;
- Excellent project management skills with a track record of delivering early stage projects;
- Excellent organisational and planning skills combined with a problem-solving approach and ability to find practical, pragmatic solutions to complex and difficult issues;
- High level of IT skills, including experience of Microsoft Office programmes and demonstrating diligent record keeping and reporting skills;
- A strong commitment and a proactive approach to collaborative working;
- A demonstrable ability to work under pressure, appropriately prioritise and balance workloads and meet targets and deadlines.

You may also have:

- Knowledge and experience of the protection and management of IP;
- Experience of working within HEI sector;
- A social science degree or background;
- Experience of the use of IT systems for recording and accessing data for the provision of reliable and accurate management information.



## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Professor Louise Waite, Director of the Leeds Social Sciences Institute**

Email: [l.waite@leeds.ac.uk](mailto:l.waite@leeds.ac.uk)

**Cheryl Harris, Institute Manager LSSI**

Email: [c.a.harris@leeds.ac.uk](mailto:c.a.harris@leeds.ac.uk)

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

## Additional information

### About the job

You will be responsible to the Executive Dean of the Faculty of Social Sciences and report to the Director of LSSI.

Find out more about the [Leeds Social Sciences Institute](#).

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).





## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

