



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

### **Space Hub Yorkshire – Cluster Development Manager (Agency), Faculty of Environment**



**Salary: Grade 8 (£44,414 – £52,841 p.a.)**

**Reference: ENVEE1652**

**Fixed term until 31 March 2025 – due to external funding**

**Location of the post is University of Leeds campus (with scope for hybrid working)**

**We are open to discussing flexible working arrangements**



## **Space Hub Yorkshire – Cluster Development Manager (Agency)**

### **School of Earth and Environment, Faculty of Environment**

**Are you a motivated and experienced cluster development manager with excellent knowledge of local governance, inward investment and business network building skills, and an interest in the Space sector? Do you want to take a leading role in growing a regional Space cluster in Yorkshire, working with research and education institutes, businesses and government agencies across the UK?**

We are looking for experienced and motivated applicants to apply for a position as the Space Hub Yorkshire (SHY) Cluster Development Manager, leading the Agency pillar of the SHY development strategy. Employed at the University of Leeds but working closely with all Yorkshire Local Enterprise Partnerships, this is an exciting opportunity to take a leading role in growing a Space Hub in the UK. A key aspect of the role will be to grow collaborative working between all 4 Yorkshire LEPs, to facilitate the growth of the commercial Space sector across Yorkshire, and to support the delivery of our inward investment strategy for the region.

You will have an excellent track record of leadership, partnership working, experience of cluster development work, knowledge of the Space sector; and an enthusiasm and interest for working closely with local governance, Space industry and international Space agencies.

[Space Hub Yorkshire \(SHY\)](#) is supporting the growth of the UK's Space industry in Yorkshire. The SHY consortium brings together universities, local authorities, government agencies, and commercial partners covering a geographic area across the Yorkshire (and Humber) region, and building links with other clusters across the UK. SHY has now won three rounds of UK Space Agency (UKSA) funding for development of our regional Space hub, which we do in close collaboration with Space agency and the Satellite Applications Catapult. The UKSA grant is part of national programme to grow the UK's Space sector through the development of other regional Space hubs across the UK.

Over the past few years SHY has grown from a new spin out to an established cluster, with a track record of running national events to showcase our regions world-leading Space expertise, including Satellite Earth observation and environmental monitoring,



high performance manufacturing and robotics, and RF technology. SHY stakeholders include the Satellite Applications Catapult, the 4 Yorkshire LEPs, Mayoral Combined Authorities, Yorkshire Universities, UKSA, and over 250 commercial companies.

## What does the role entail?

As a Cluster Development Manager (Agency) your main duties will include:

- Working collaboratively with the SHY management team to lead the delivery on the Agency pillar of our SHY strategy;
- Working with local governance, universities and businesses to support companies in the region to spin out and scale up, and attract relevant inward investment to Yorkshire;
- Developing and promote a SHY inward investment strategy and proposition across Yorkshire LEPs, to provide a 'front-door' for Space business in the region;
- Working with dedicated SHY points of contact in all local governance organisations which includes the LEPs, mayoral authorities and local councils, to facilitate their involvement in the space cluster, supporting local objectives, events and promoting capability to the SHY network;
- Designing, running and supporting a programme of events to deliver the SHY Agency objectives;
- Reporting into the SHY management team and steering group, along with other governance structures;
- Supporting the SHY business networks & professional development schemes and promote engagement;
- Identifying funding sources, both private and public, to support the delivery of local Space sector development plans, and develop links between Yorkshire LEPs and relevant funding agencies, e.g. UKSA, UKRI, ESA, etc;
- Identifying market opportunities and broker partnerships and building relationships between Yorkshire LEPs on Space, and work with local and national Government and Space industry businesses to exploit Space data and knowledge for the region, and from the region;
- Using the UK Space Agency and Satellite Applications Catapult's Space Enterprise Network and suite of support mechanisms to help broker partnerships, match businesses with opportunities or required expertise, comm and provide business development support to enable local businesses to maximise the potential of these addressable markets;



- Acting as the voice and champion for the Space industry within the region, contributing to or hosting events and workshops to support local business needs and to promote the cluster nationally and internationally;
- Reporting progress against clearly defined Key Performance Indicators (KPIs) focussed on increasing the number and quality of businesses engaging with the cluster;
- Representing SHY both internally within Yorkshire LEPs and externally;
- Convening meetings with appropriate stakeholders, and document outcomes and recommendations;
- Leading on communicating SHY work through traditional and social media platforms.

## What do you bring to the role?

As a Cluster Development Manager (Agency), you will have:

- A first or an upper second-class undergraduate degree or extensive experience though time or seniority in relevant local governance;
- Cluster development experience: stimulating and supporting new research and innovation ideas, as well as developing connections between local governance and businesses through partnerships and product development;
- Experience of working with a multidisciplinary consortium with partners from academic, private and public sectors;
- Excellent leadership skills, with experience of providing guidance and direction to a wide range of stakeholders, to achieve project milestones and outcomes;
- Strong communication and relationship building skills: Excellent skills of consultation, collaboration and influence in order to engage effectively with a range of stakeholders;
- Strong written and verbal communication skills, with the ability to synthesise and summarise technical information from a variety of sources;
- The ability to solve complex problems and resolve difficult situations, using your own initiative and good judgement whilst following policy;
- Excellent project management skills with experience of facilitating stakeholder meetings, tracking and delivering progress on agreed objectives and managing the needs of multiple stakeholders;
- Experience of engaging with industry and/or business development;
- An excellent team player: Able to connect with people across different teams at different levels and work collaboratively across the SHY consortium;





- An innovative approach: Ability to work independently, be proactive, highly motivated, confident and to adapt to a dynamic working environment;
- Experience of managing budgets and working with financial information;
- Willingness to travel within the UK and overseas, on occasion, as required by the needs of SHY;
- Experience of running or participating in a range of events, from small local events to large national/international events;
- Excellent IT skills, including word processing, spreadsheets, website management and MS Teams for collaborative working.

You may also have:

- A postgraduate degree in relevant subject such as business development, STEM subjects or management;
- Experience in the development and operational delivery of entrepreneurial, accelerator or incubator programmes;
- Experience of working with the LEP's finance and procurement services, and of the associated policies, processes and IT systems;
- An understanding of inward investment and VC funding bodies along with their associated funding mechanisms;
- Ability to mobilise local governance and business long and short-term projects and programmes, and the setup and management of back-end and front-end operations;
- Experience of interpreting external funding rules to ensure projects adhere accordingly;
- Experience of supporting the translation and commercialisation of research;

## 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.

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.



## Contact information

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

**Dr Anna Hogg, Founder of Space Hub Yorkshire**

Tel: +44(0)113 343 5842

Email: [A.E.Hogg@leeds.ac.uk](mailto:A.E.Hogg@leeds.ac.uk)

## Additional information

Find out more about [Space Hub Yorkshire \(SHY\)](#) – or follow our [Twitter account](#)

Find out more about the [Faculty of Environment](#)

Find out more about our [School of Earth and Environment](#)

Find out more about our [Research and associated facilities](#).

Find out more about [equality](#) in the Faculty.

## Our University

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

## Working at Leeds



We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit 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.

