

CANDIDATE BRIEF

Operations Director, (National Alternative Protein Innovation Centre, NAPIC), Faculty of Environment



Salary: Grade 9 (£57,696 p.a. – £66,857 p.a.)

Reference: ENVFS1125

Fixed term until 11th August 2029

We will consider job share/flexible working arrangements

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Overview of the Role

Are you ready to help deliver a dynamic, internationally leading innovation and knowledge centre in alternative protein? Are you an exceptional operational leader with the ability to translate the NAPIC strategy into practical organisation-wide outcomes? Do you have a successful track record in leading, engaging, integrating and developing diverse teams of professional enabling staff and scientists?

We are looking for a Operations Director to join the National Alternative Protein Innovation Centre (NAPIC). NAPIC is a £38m entity (including a £15m UKRI investment) to lead the UK's alternative protein knowledge and Innovation ecosystem. NAPIC's vision is to make alternative proteins mainstream for a sustainable planet. The centre is led by the Universities of Leeds, Sheffield, Imperial College London and the James Hutton Institute, in collaboration with over 100 national and international partners. NAPIC is a cohesive pan-UK centre poised to revolutionise the UK's agri-food sector by harnessing our world-leading science base through a co-created alternative protein strategy across the Discovery → Innovation → Commercialisation pipeline to support the transition to a sustainable, high growth, blended protein bioeconomy. NAPIC features four integrated activity streams: research to address innovation challenges; a national alternative protein knowledge base; workforce of the future; and accessible Innovation facilities.

NAPIC is currently undergoing an exciting investment in a number of senior roles across the four leading organisations. As the Operations Director located at the University of Leeds you will lead a highly dynamic Operational Management Team and report to the CEO of NAPIC. Working in close partnership with members of the Executive Management Board and other senior external stakeholders from industry and academia, you will lead a wide range of operational and strategic initiatives. You will be an experienced senior level leader, with a background in a scientific discipline (ideally interdisciplinary with an appreciation of natural, physical and social sciences), who can question, challenge and influence colleagues, lead change and deliver NAPIC objectives aligned with the NAPIC vision. Your approach will be



considerate, open, persuasive and engaging, bringing key stakeholders along with you, ensuring strategic alignment and delivering the objectives. The ability to analyse data, distil and communicate relevant information and its context to colleagues and students from a wide range of backgrounds is an important aspect of this role. You will understand the impact of customer relationship management, building relationships and wider engagement are important aspects of the role.

You will actively take the lead role in all operational aspects of the NAPIC consortium to ensure the delivery of its scientific and translational strategy. You will develop and manage external relationships with academic and commercial partners, overseeing all budgetary aspects, and the delivery of funded projects and produce the consortium's annual report for NAPIC. You will manage a highly functional operational team of Technology & Innovation Managers, Communication & Outreach Manager, Programme Manager, Skill & EDI Officer, Impact & Engagement Officer located across the four co-lead organisations.

Main duties and responsibilities

Working in concert with the CEO, Executive Management Board, your main duties will include:

- Lead and maintain a sound operational team empowering and galvanising large, geographically dispersed teams of staff spanning finance, IP and contracts to ensure the strategic priorities of the consortium are delivered;
- Be responsible for line management of NAPIC operations staff in various NAPIC sites in conjunction with respective local managements;
- Oversee operational budgets and overall finances on behalf of the Executive Management Board, so as to ensure that NAPIC has all the resources required to meet its objectives in conjunction with local finance directors;
- Collaborating with NAPIC CEO in the development and coordination of delivering an annual business plan for the commercial activities of the consortium;
- Providing advice, experience and inputs to help ensure the business of the consortium is coherent, realistic and achievable;
- Regular reporting to the Executive Management Board on NAPIC resource management, including finance and people and the monitoring of appropriate goals and metrics;



- Manage the NAPIC risk register and mitigation and ensure the NAPIC EMB is appraised of evolving risks and mitigations in a timely manner;
- Be responsible for the oversight and performance management of the project portfolio ensuring delivery of agile projects across UK partnering community consulting with Science Management Team;
- Lead the collation and reporting of KPIs for NAPIC to the funders;
- Lead the delivery of NAPIC's science, translation, and upskilling strategy; including the long-term direction of the NAPIC consortium.
- Lead the development of annual reports to NAPIC stakeholders;
- Develop NAPIC's operational strategy to ensure the strategic development in research set by the EMT and SMT is achievable and can be realised;
- Oversee operational requirements within the NAPIC consortium and to collaborate with Industry Collaboration Managers, Finance and IP/Contracts Officers with the NAPIC Partner institutions to ensure project deliverables are met ;
- Oversee the management of intellectual property portfolio, in conjunction with local commercial service/TTO teams meeting the strategic objectives of the NAPIC consortium;
- Oversee contracting, negotiations on heads of terms ensuring all NAPIC Partners are appropriately consulted, for all NAPIC portfolio and business requirements;
- Oversee communication of the work of NAPIC both internally and externally (e.g. staff meetings, web, newsletters and international press releases).
- Oversee the development and maintenance of a database of partners, training modules and innovation facilities operating in the alternative protein space

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.

Qualifications and skills

As NAPIC Operations Director you will have:

- A PhD or equivalent background in a scientific discipline;
- Significant management experience, gained in a large and complex organisation, operating at a senior level (including, conducting staff reviews,



managing performance, identifying and addressing development needs across a function or service area);

- Strong, purposeful and inclusive leadership and people management skills with a proven track record in leading, integrating and developing diverse teams to achieve the successful delivery of shared goals;
- Significant experience of successfully managing major projects and programmes, from inception through to completion and an ability to make informed decisions based on business and strategic need;
- Experience of designing, managing and delivering operational support to a senior board/ management team;
- Experience of managing a significant budget and associated resources in line with organisational policies and ensuring value for money;
- The ability to thrive on challenge and to work autonomously;
- A proven ability to work collaboratively, build and maintain effective relationships with a wide range of internal and external partners and stakeholders;
- Negotiation, communication and interpersonal skills, with the ability to articulate priorities, and effectively to engage and influence others;
- Strategic insight into business development in a research-intensive environment with an ability to analyse data, distil and communicate relevant information and its context;
- Experience in making informed decisions as well as providing objective advice, guidance and challenge at a senior level in line with the best interests of the team and wider organisation.

You may also have:

- Experience of working in a scientific research centre or higher education;
- Experience in future scenario planning, risk analysis and portfolio management

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.

Your application should include the following:

- A completed **online application** addressing each of the criteria;



- An uploaded **covering letter** (maximum of two sides of A4) explaining why you are interested in NAPIC and the role of Operations Director;
- An uploaded copy of your **curriculum vitae** giving full details of qualifications and experience.

Contact information

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

Professor Anwasha Sarkar, Professor of Colloids and Surfaces

Email: A.Sarkar@leeds.ac.uk

Dr. Ellen Hewitt, Head of Research and Innovation

Email: e.l.hewitt@leeds.ac.uk

Additional information

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.

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information please visit: www.gov.uk/skilled-worker-visa

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

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

Find out more about the [School of Food Science and Nutrition](#)

Find out more about [Equality and Inclusion](#) in the Faculty

A diverse workforce



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.

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.

