V3 – Oct 2021

**Job Description**

Trainee Market Analyst & Coordinator

**Reporting to:**

Director of Projects (Science & Engineering)

**University of Manchester Innovation Factory Overview**

*‘Commercialising The University of Manchester’s innovations and IP*

*to create global social, environmental and economic impact’*

The University of Manchester is committed to generating world class innovation that will create major social and economic benefit across the globe. University of Manchester Innovation Factory Ltd (UoMIF) is The University of Manchester subsidiary responsible for identifying and leading the commercialisation of its innovations and intellectual property.

The University of Manchester currently ranks 7th in the league table of European Universities and 3rd in the UK ratings for the commercial impact of its patents (*Reuters Index of Europe’s most Innovative Universities 2018*). UoMIF has the objective of being the world’s most effective University Technology Transfer organisation.

UoMIF works with academic inventors from the University to identify opportunities that have the potential to create social and economic impact. It then translates these into a form where they can be used by industry and society as a whole. Access to innovations may be created via technology licensing or the formation of spin-out companies. UoMIF aims to provide a world class service to academic colleagues and to attract and engage with important external stakeholders including: industry; entrepreneurs; licensees and investors; and corporate venture partners.

The UoMIF organisation is structured to deliver its mission. It has three main functional groups: Operations, Business Development and Marketing and Finance & Legal Affairs. These groups work closely together in an integrated process which begins with the identification of an idea and cumulates in the creation, exploitation and management of a high-value asset such as a commercially valuable patent or spin-out.

**The Operations group – Overview**

UoMIF’s Operations group is responsible for pro-actively identifying, evaluating and building opportunities which have the potential to create value, either as successful spin-out or valuable license. The group is responsible for the development and delivery of robust business plans, IP creation and the production of product demonstrators. It also plays an important role in identifying sources of investment and grant funding, developing lists of potential customers for new technologies, sizing accessible markets, identifying areas of competitive advantage and evaluating the commercial value of University patents. In some cases, projects may be considered unsuitable for commercialisation or need further development to be taken forward. When the Operations group feels that it cannot take a project forward, it will always provide justification for the decision and give constructive feed-back and advice to the academic founders.

The Operations group largely consists of Project Managers. These project ‘champions’ are responsible for owning and driving opportunities through UoMIF ’s stage gate process from discovery through to a point at which they are ready to be handed over to the UoMIF Business Development team.

To ensure a good understanding of the underlying technologies, focus and the establishment of strong networks of academic and industry contacts, the Project Management roles are organised into teams. Each project management team contains technology or sector specialists and has alignment to one of the University’s faculties, i) Biology Medicine and Health (FBMH) ii) Science and Engineering (FSE) and iii) Humanities (FAH). The Operations group will also actively engage with The Universitys’ cultural institutions and Professional Services teams. The project managers also work in close coordination with other organisations in the University particularly the Business Engagement group

In addition to the project managers, the Operations group also works closely with the IP Services Team which will ensure the integrity of University IP and that its management is cost effective and rigorous and robust. This includes the management of filing of patent applications and their prosecution, management of the patent database, patent portfolio and other formalities associated with the creation and maintenance of IP.

While the Operations group have leadership of a project they will gain cross functional input and support from colleagues in the other UoMIF functional groups as well as external insight from specialist advisors and the UoMIF Product Development Committee.

When a project is considered ready for commercialisation the Operations teams will pass ownership to the Business Development and Marketing group which will then take the lead developing the commercial proposition and then marketing and transacting the opportunity.

**Responsibilities**

As Trainee Market Analyst & Coordinator, you will support the Project Managers within the Innovation Factory in their assessment of opportunities originating from the University of Manchester that may have the potential to create significant commercial, environmental or social impact.

Under the direction and guidance of a Project Manager and Operations Directors, you will contribute to researching the novelty behind an invention to help determine the intellectual property (IP), the potential market or future applications, and whether there are any competing technologies. You will support the analysis of commercialisation and contribute to the business case and strategy for their exploitation. This will involve seeking out contacts for market feedback plus a mixture of secondary research (web/database searching) and primary research (expert interviews).

The post holder will also provide administrative support to the Operations Director, as well as operational support for the team when required.

This could be a first step into market analysis and innovation, providing an excellent foundation for working in other, more senior, commercial, or analytical roles within a technology company or technology-focused venture investment business.

This role requires extensive communication with stakeholders of all levels throughout the organisation.

**Key Accountabilities**

1. Support Project Managers working on specific requests for market and scientific research, presenting results in a logical and appropriate manner.
2. Assisting Project Managers with due diligence, e.g. establishing who funded or collaborated on projects.
3. Provide support to the Operations Team ensuring that the administrative aspects of project management are of a consistently high standard.
4. Provide administrative support to the Operations Director when required.
5. Ensure that Stage Gate Review documentation and/or other important presentations are prepared and distributed in a timely manner.
6. Ensure that project documents are of a high standard and that meeting reports and other key documents are filed correctly/accessible.
7. Assist the team in preparing plans, updating and coordinating relevant reports.
8. Be the Operations Group’s Key User for the CRM system – making sure that all members of the Operations Team are using the CRM as intended.
9. Proactively facilitate a smooth and rapid response to messages coming into the Operations Team by passing on messages and making sure that Project Managers respond to messages.
10. Build a friendly and professional rapport with all stakeholders, external & internal.
11. Maintain the internal quality and document control systems as they relate to the Operations Group.
12. Be the point of contact and liaison with external stakeholders in promoting projects externally.
13. Manage team expenses, ensuring adherence to relevant policies and budget.
14. Responsible for all travel arrangements on behalf of the team, ensuring adherence to relevant policies and budget.
15. Coordinate the induction process for new starters along with HR.
16. Provide cover for other coordinators and assistants in the event of absence.

**Skills, Experience & Qualities**

**Essential**

* A strong understanding of business, economics, management, and/or finance
* Ability to gather, understand and clearly present market and scientific data
* Curiosity about science and engineering
* A passion for innovation in business
* Excellent organisational skills
* Excellent communication/presentation skills
* Strong networking and relationship building skills
* Ability to work independently and as part of a team
* Ability to communicate clearly with scientific team and understand technical concepts
* Ability to present opportunities to non-technical audiences
* Excellent skills in the Microsoft office suite and an ability to create and use Gantt charts
* Must have the ability to manage and prioritise own workload, meeting given deadlines
* Excellent interpersonal skills
* Excellent attention to detail
* Excellent role model for peers and the wider team, demonstrating personal and professional integrity at all times
* Incorporates and builds on the ideas of others
* The right to live and work in the UK
* A can-do attitude and willingness to take on new challenges and learn new skills

**Desirable**

* Degree in a scientific or engineering discipline
* Industrial or innovation-based work experience
* Knowledge of project management
* Some understanding of intellectual property and its importance in business