

THE UNIVERSITY OF MANCHESTER  
PARTICULARS OF APPOINTMENT  
FACULTY OF SCIENCE & ENGINEERING  
FSE RESEARCH INSTITUTES  
HENRY ROYCE INSTITUTE  
RESEARCH AND BUSINESS ENGAGEMENT OFFICER  
VACANCY REF: SAE-019475

**Salary:** Grade 6 £33,309 to £40,927 per annum, depending on relevant experience

**Hours:** Full Time

**Duration:** Fixed term from as soon as possible for 12 months

**Location:** Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

Name: Dr. Ania Jolly

Email: To request an informal discussion about the role with the Head of Research and Business Engagement, Dr. Ania Jolly, please contact [admin@royce.ac.uk](mailto:admin@royce.ac.uk)

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**Background**

The Henry Royce Institute (Royce), an EPSRC-funded national institute, supports advanced materials research and innovation. With its Hub at The University of Manchester, the Institute has spokes at nine Partner and Associate organisations: the Universities of Sheffield, Leeds, Liverpool, Cambridge, Cranfield, Strathclyde Oxford and Imperial College London, as well as at the UK Atomic Energy Authority and National Nuclear Laboratory. Royce, driven by a vision of 'advanced materials for a sustainable society', supports the UK in growing its world-leading research and innovation through:

- **Enabling national materials research, collaboration, fore-sighting and strategy:** Working to shape our materials research landscape by convening and connecting the UK materials community, engaging with government and policymakers, and bridging industrial sectors to ensure maximum impact from the UK's research endeavour.
- **Providing access to world-leading facilities and research expertise:** Providing fast and flexible access for the UK research community to cutting-edge equipment and highly skilled technical staff to ensure high-impact research and innovation as an outcome.

- **Catalysing industrial collaboration and accelerating translation:** Implementing programmes and interventions that meet the challenges of advanced materials translation throughout the value chain, from start-ups to SMEs and corporates.
- **Fostering materials science skills development, innovation training and outreach:** Providing professional development to empower the next generation of materials researchers and leaders with technical and business skills through a comprehensive support and outreach programme.

### **Overall Purpose of the Role:**

Royce is seeking a Research and Business Engagement (RBE) Officer to work as a part of an integrated team to proactively identify, approach and engage with companies, Higher Education Institutions (HEI) and other research-focused organisations to help advance Advanced Materials research and innovation and to win business through collaborations. The post holder will play a key role in contributing to the strategic development, management and delivery of research and business engagement activities including establishing and coordinating national Research Core Area community networks, building and supporting a diverse range of research communities, encouraging inter-disciplinary working across traditional boundaries and identifying and delivering facilities access models for business across the UK. Knowledge of the biomedical/materials sector would be extremely beneficial.

### **Key Responsibilities, Accountabilities or Duties:**

Royce is an evolving, dynamic organisation and the appointee will therefore be expected to demonstrate flexibility and adaptability to meet its developing needs. Major areas of activity and associated responsibilities include, but are not limited to, the following:

- Support the implementation of the Royce's research and business engagement strategy, policies and procedures, in particular the arising areas of priorities
- Contribute to the development and coordination of Research Area networks (industry, academia and third parties) working with the RALs across the Royce Partners and beyond and provide regular (at least quarterly) updates to network members on activities and events
- Work closely with the Research Area Leads (RALs), other academic and technical staff, and support RBE Managers and Research & Facilities Managers to develop fully costed and approved proposals on how research areas might be used to create innovative technologies, products, services and solutions and then convert these into projects for delivery
- Support colleagues in establishing and maintaining the Royce's reputation and profile nationally and internationally, benchmarking and contributing to the development of KPIs, in relation to the overall RBE objectives including providing internal and external intelligence to identify, support and prioritise research areas and stakeholders through mapping of the network
- Respond to future strategic development and business sector needs as directed by the RBE Managers and Research & Facilities Managers
- Support the RBE Managers to achieving targets for winning suitable business with industry and HEIs through the management of a robust pipeline of opportunities

- Support management of key internal and external client relationships (existing and new), provide an accessible initial point of contact and support effective and meaningful visibility to companies
- Input to Customer Relationship Management systems and structures around all communication and interactions with industry, partners and third parties and support to the Royce on wider external engagement strategies
- Promote awareness of Royce capabilities and research to relevant third parties and, as an ambassador, enhance its reputation regionally, nationally and internationally.
- Attend exhibitions, meetings and other events locally, regionally, nationally and internationally as required to represent and promote the Royce
- Support the RALs in the identification of opportunities for workforce development and the RBE Managers for the delivery of said interventions such as seminars, deep-dives (sandpits) and workshops
- Undertake the above duties in accordance with the requirements of the University's equality & diversity policy, health & safety policy, and its financial regulations. Maintain confidentiality of information in line with data protection requirements and University policy.
- Contribute to the University's agenda for social responsibility, including sustainability.
- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- Undertake any other duties commensurate with the grade as advised by Head of RBE

**Essential Knowledge, Skills and Experience:**

- Degree, or a relevant equivalent qualification, in a science or engineering discipline
- A sound knowledge and/or expertise of Biomaterials and Biomedical research/industry sector
- Knowledge or experience of the interfaces between Higher Education and Industry.
- Business development skills, and authoritative commercial and financial acumen
- Good networking skills and experience in building relationships with industrial clients to identify their needs and deliver winning propositions
- Experience of working with a range of colleagues from a variety of disciplines across a large and complex organisation and able to work with a broad spectrum of stakeholders
- Ability to plan, organise and execute to ensure the production of the agreed deliverables to the project plan
- Experience in managing projects and operations within budgets with multiple partners in an academic and/or technical environment
- Experience of delivering good customer service to stakeholders
- Excellent interpersonal and communication skills, and an ability to deal with both scientific and commercial issues authoritatively
- High level of computer literacy
- Self-motivation and the capability of being a good team player

**Desirable Knowledge, Skills and Experience**

- Knowledge of materials/chemical materials design sector

- Sound understanding of the HEI environment and of the issues within the sector
- Experience of maximising the use and output of customer relationship management systems
- Understanding of the issues concerning ownership of Intellectual Property
- A track record of successful collaboration and working with external partners
- Experience of having played a key role in delivering a large scale increase in research funding
- Work experience in industry