



# European Union

## European Regional Development Fund

<b>Job title:</b>	<b>Entrepreneur in Residence</b>
<b>Department/School:</b>	<b>Research &amp; Innovation Services</b>
<b>Grade:</b>	<b>8</b>
<b>Location:</b>	<b>University of Bath Innovation Centre</b>
<b>Reporting to:</b>	<b>Incubation Manager</b>

### **Job purpose**

*Research & Innovation Services (RIS) department's mission is to support and stimulate Research Excellence and Impact*

The Entrepreneur in Residence (EIR) role is a key individual within RIS' Enterprise & Innovation Centre team, making a significant contribution to the ultimate success of the companies incubated from our research base, our students and graduates, and from the entrepreneurial eco-system of our city region. The EIR achieves this by seeking to understand the entrepreneurs business support requirement, mapping this into the resources available via the Innovation Centre and ensuring the appropriate linkages are made available including connecting them to the resources of the SETSquared Partnership of which the University of Bath is a founding member.

Business support services provided and coordinated by the EiR include mentoring, access to finance and business planning.

As a member of the Enterprise and Innovation Centre team the post holder will, at times, deputise for the Incubation Manager, in particular in representing the University of Bath in promoting the establishment & retention of professional relationships with external research funders and partners.

### **Source and nature of management provided**

Incubation Manager

### **Staff management responsibility**

Management of volunteer mentor pool (approx. 40) and investor network (approx. 20) and linkage with SETSquared pool of resources

### **Career and Professional Development Activities**

The role holder is expected to play a full role in the SETSquared Business Acceleration Centre Practice group.

### **Special conditions**

There is a requirement for regular UK travel between 5 SETSquared centres and other events. Occasional international travel.

### **Main duties and responsibilities**

<b>1</b>	Providing and coordinating the highest calibre of entrepreneurial business support to the c50 University of Bath Innovation Centre members including
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	volunteer resources, business support services and connecting them to the resources of the SETsquared Partnership
<b>2</b>	<p>The role is responsible for delivery of full Business Support road map for clients, from selection to exit.</p> <p>These include:</p> <ol style="list-style-type: none"> <li>1. Screening and Selection of new clients based on incubator's long term vision and mission</li> <li>2. Allocation of resources such as: <ul style="list-style-type: none"> <li>- BRP ( Business Review Panel)</li> <li>- Allocation of mentor(s) and Mentoring</li> <li>- In Residency Services</li> <li>- University links and introductions to RIS team/Researchers</li> <li>- SETsquared resources and events</li> </ul> </li> <li>3. Funding strategy to fulfill growth stages of the company</li> <li>4. Exit strategy for the ventures</li> </ol>
<b>3</b>	Helping clients draw up a robust business plan including a roadmap of investment requirements and an agreed set of benchmarks for delivery of the finances.
<b>4</b>	To participate in business and academic networks to help attract new members, mentors and investors to UBIC including Researcher to Innovator programme and more informal networks
<b>5</b>	Proactively develop the mentor pool and affiliate mentor support programs for the Incubator in order to attract a continuous fresh intake of experience mentors. Working with the Operations Assitant, the post holder will ensure that Member client and Mentor engagement activities are recorded on the SETsquared workflow portal.
<b>6</b>	The post holder will be accountable for providing best business practice advice at regular update meetings, monthly reviews and on an ad-hoc basis to suit the Incubator businesses.
<b>7</b>	The post holder will support the requirements for funded projects such as the SEIP (Social Enterprise Innovation Programme) and Business Acceleration Hubs for Sustainable Technologies, Advanced Engineering and digital Innovation, as instructed by the Incubation Manager
You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.	

### Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
<b>Qualifications</b>					
Educated to degree level or equivalent qualification or experience in managing business incubation facilities	√		√		

Postgraduate degree or equivalent experience in leading business incubation facilities		√	√	√	
<b>Experience/Knowledge</b>					
Serial entrepreneur with experience of setting up/running hi-tech startups	√		√	√	√
Demonstrable partnership development skills evidenced by delivery significant funding / finance in a similar role	√		√	√	√
Demonstrable experience in the writing and preparation of business proposals to funders	√		√	√	√
Experience of developing comprehensive business cases for investment/evaluation	√		√	√	
Experience in one of the following sectors: automotive, creative industries, media, IT or materials		√	√	√	
Strong negotiating skills evidenced by having delivered a varied range of collaborative deals	√		√	√	
Proven networking capabilities and communication skills used to manage relationships to positive outcome	√		√	√	
Experience and ability of working with academic staff		√	√	√	
<b>Skills</b>					
Proactive, self-starter who shows initiative Excellent communication skills both verbally and written	√ √		√		
Fine-tuned ability to develop relationships with people at all levels and influence staff within a business environment	√		√	√	
Ability to evaluate development options	√		√	√	
Capacity to manage broad portfolio of opportunities	√		√	√	
Strong team player and motivator of staff and companies engaged on programmes	√		√		
Skilled at dealing with challenging people and situations	√		√	√	
<b>Attributes</b>					
Ability to work to strict deadlines and under pressure, with diverse briefs	√		√	√	
Innovator with the ability to think strategically and to contribute to strategic direction		√	√		√

Code: A/F – Application form, I/T – Interview/Test, R - References