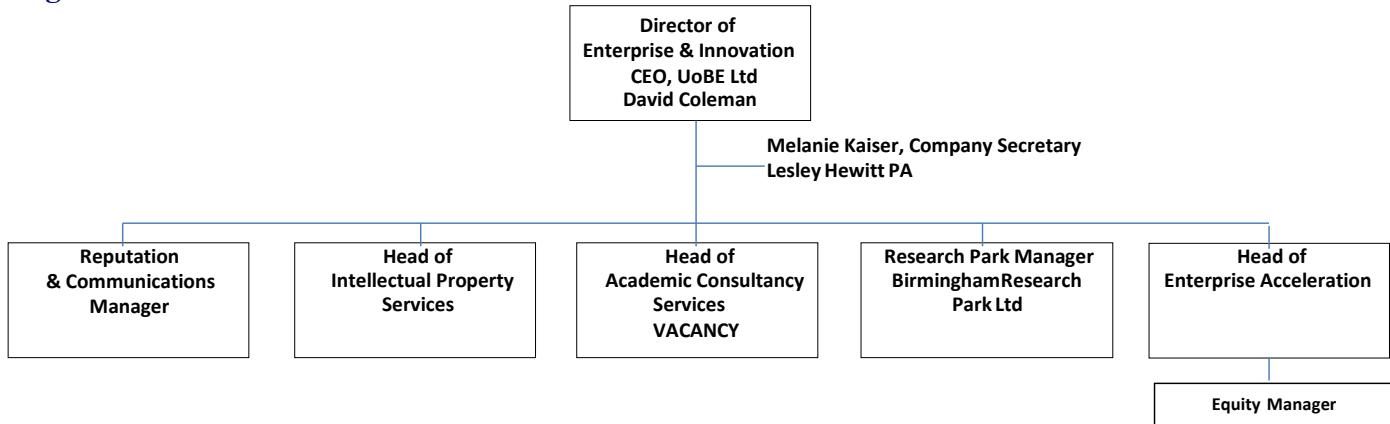


**J O B   D E S C R I P T I O N   F O R M**

<b>JOB TITLE</b>	Head of Academic Consultancy Services
<b>POSTHOLDER</b>	New vacancy
<b>DEPARTMENT/SCHOOL BUDGET CENTRE</b>	University of Birmingham Enterprise Ltd (100% subsidiary company of The University of Birmingham)
<b>RESPONSIBLE FOR WHICH OTHER POSTS</b>	Administrator, Administrative Assistant and various project-based roles
<b>RESPONSIBLE TO</b>	Chief Executive Officer

**Organisation Chart****Job Summary**

Do you want to be part of a dynamic team at a prestigious organisation, helping us to create commercial impact? The University of Birmingham is one of the most ambitious institutions in the UK with what is widely accepted to be one of the most professional and efficient academic consultancy units in the country. We are looking for a talented individual with proven experience to lead our highly regarded Academic Consultancy Service and to be the University's academic consultancy 'expert'.

University of Birmingham Enterprise Limited ("UoBE") manages the Academic Consultancy Service, arranging hundreds of contracts on behalf of the University's academic members of staff each year. It is an innovative high performing business unit generating up to £2,000,000 per annum and as Head of the Academic Consultancy Service you will have a high profile in leading the small experienced team to build on this success.

The role incorporates legal governance, contracting our academics to deliver a huge variety of consultancy projects to external clients together with financial management, ensuring that projects are expertly managed and that revenue and profit are maximised.

We are looking for a talented, well organised, entrepreneurial and financially astute individual, with proven legal experience to continue to deliver an efficient and professional service in a fast-moving environment to the University's academics.

**Main Duties**

	<b>Duty</b>
1	<p><i>Lead all aspects of the Academic Consultancy Service at the University</i></p> <ul style="list-style-type: none"><li>• Based on a thorough knowledge of the University's policies and regulations take full responsibility for the management and delivery of academic consultancy support across the institution. The postholder will become the acknowledged University 'expert' in all aspects of academic consultancy enabling the development and maintenance of close trusting relationships with academic clients, UoBE and business engagement colleagues and senior leaders within the University.</li><li>• Lead the ongoing development of the Academic Consultancy Service to continue to deliver an efficient and professional service. The team work in a fast-moving environment and manage a multitude of concurrent complex activities. Academics will need to feel supported and fully equipped to be able to undertake academic consultancy in a timely, financially rewarding and legally protected manner.</li><li>• As the University's 'expert' in all aspects of academic consultancy the individual will be the 'go-to person' for all questions related to academic consultancy and will need to speak with and convey authority on the subject to academics who wish to use the Academic Consultancy Service, and those who may choose to undertake consultancy privately (not through UoBE); and senior leaders within the University.</li><li>• Manage and continue to develop the small team who deliver the Academic Consultancy Service ensuring that individuals continue to operate as a cohesive, supported and efficient unit with high performance standards.</li><li>• The Academic Consultancy Service provides support from enquiry inception through to the successful delivery of a project. Therefore, the individual will need to take full responsibility for managing all aspects of the academic journey, from enquiry through to fee negotiation, contract negotiation, advising academics on any issues that may occur during project delivery, to invoicing, credit control and distribution of funds received.</li><li>• Ensure that enquiries continue to grow year-on-year by finding new ways to reach out to and engage the full diversity of our academics, irrespective of their seniority, research field, or background, enabling them to be informed of the University's policies on academic consultancy whilst being made aware of the benefits of using the Academic Consultancy Service.</li><li>• Provide regular reporting and other relevant information necessary to monitor the compliance, commercial and financial performance of the Academic Consultancy Service for UoBE's internal purposes and to enable the University to be aware of the activity undertaken by its academics.</li></ul>



2	<i>Legal governance</i> <ul style="list-style-type: none"><li>• The individual will use their legal experience to ensure that all contracts are completed in accordance with the compliance, governance and legal requirements of UoBE and the University so that both they and the relevant academic are protected during and after the consultancy activity.</li><li>• Use commercial expertise to negotiate an appropriate fee rate for academics taking into account the prevailing factors of the work, the academic's depth of expertise, the research field and being aware of the commercial requirements of each project and the external client.</li><li>• Ensure that risk factors are mitigated, reputational and ethics issues are considered and that any realisable intellectual property has been accounted for in each of the contracts that are negotiated. Take advice from, and in turn give advice to, colleagues within UoBE and the University on related matters.</li><li>• Maintain the high delivery standards expected of academics who use the Academic Consultancy Service ensuring that contracts are arranged in a timely manner and that bid deadlines are met.</li></ul>
3	<i>Financial management</i> <ul style="list-style-type: none"><li>• Take full responsibility for the £2 million turnover per annum Academic Consultancy Service including growing turnover and profit year-on-year.</li><li>• Ensure that all projects are costed and priced appropriately with due regard for maximising revenue and profit and that all transactions are undertaken in accordance with the UoBE and University financial regulations.</li><li>• Oversight of financial transactions undertaken by colleagues within the University Finance Office including invoicing, credit control, accounts receivable and procurement and the efficient and timely distribution of funds to academics in accordance with the tax requirements designated by the contracts arranged on their behalf.</li><li>• Monitor and provide regular reporting of the financial performance of the Academic Consultancy Service and ensure that academics are provided with efficient and timely reporting of the financial elements of their projects.</li><li>• In cooperation with finance colleagues, take responsibility for the financial year-end revenue recognition process including determining provisions and accruals to ensure that the Academic Consultancy Service contribution to UoBE's annual accounts is recorded correctly and in accordance with financial requirements.</li><li>• Lead the response from the Academic Consultancy Service with respect to the annual external audit and ensure that the auditors' requirements are met and that record keeping throughout the year is undertaken to ensure the efficient delivery of the audit.</li></ul>
4	<i>Management of various operating divisions</i> <ul style="list-style-type: none"><li>• UoBE runs a number of operating divisions that benefit from the company's corporate structure. The individual will take ownership over operating divisions, including providing advice and guidance to academics and UoBE colleagues on the creation of new divisions.</li><li>• The individual will take responsibility for the efficient management of existing operating divisions including all financial and legal aspects and, depending upon the operating division, line management responsibility for a number of employees.</li><li>• Existing operating divisions include:<ul style="list-style-type: none"><li>- an international consortium commercialising road development software where the postholder will sit on the board representing UoBE as managing partner and will provide legal and financial guidance, act</li></ul></li></ul>



	<p>as 'Company Secretary' and ensure that the legal and financial aspects of the consortium are efficiently managed within UoBE, including the line management responsibility for one employee</p> <ul style="list-style-type: none"><li>- a service delivery business unit operating within the University fulfilling the testing and analytical requirements of internal researchers and external clients</li><li>- a precision toxicology service based on the know-how of world class academics including the line management responsibility for three employees</li></ul>
5	<p><i>Other activities</i></p> <ul style="list-style-type: none"><li>Contribute to the running of the wider UoBE business through active membership of the Management Team.</li><li>Engage with academics who may wish to offer new innovative services or undertake activities that are non-standard and provide guidance on their suitability and, once agreed, build a creative and compliant framework for their delivery as appropriate.</li><li>Provision of a framework enabling a project manager employed via UoBE to support the delivery of certain research projects within the University</li><li>Provide guidance to UoBE colleagues on legal agreements and drafting or reviewing them as appropriate.</li><li>Be an active participant in the University's internal conversation on who it (and UoBE) does business with and how.</li><li>Provide advice, guidance and support to senior leaders within the University on matters where expertise or 'independent' input may be sought.</li></ul>
6	<p>In addition to the above, the post-holder will be expected to carry out other duties as reasonably required by the CEO in accordance with the needs of University of Birmingham Enterprise as the organisation continues its current growth and/or the wider Finance Office of the University.</p>

## Person Specification

- Experience of managing and growing a comparable commercial business unit. The individual should have and be able to demonstrate the leadership skills they have used and articulate examples. The individual will need to articulate examples of how they have devised innovative solutions to complex problems and how they have grown turnover and profit year-on-year whilst continuing to deliver outstanding service to the benefit of clients.
- Demonstrable legal experience coupled with the aptitude to manage the financial aspects of the role. Ability to arrange, negotiate, and draft contracts in accordance with compliance and governance requirements and show aptitude for finding solutions to issues with a creative, entrepreneurial and proactive mind-set. The individual should have creative and deep analytical skills and will need to show strong legal and commercial judgement. The individual will need to show that they can immediately establish themselves as the University expert on academic consultancy with capability for delivering on the existing contracts and projects underway whilst building on the achievements to date.
- A resilient, tenacious self-starter with the ability to prioritise workload and to manage a number of competing complex projects simultaneously, and navigate time pressures that often require an immediate change in focus. The individual will need to maintain attention to detail and a strong work ethic whilst



dealing with a wide variety of issues on a daily basis and particularly during the busiest times of the financial year.

- Strong interpersonal skills, with the ability to establish credibility with academics, the University's senior management and the buying and legal teams at the companies being contracted with. The individual should be a natural leader who is able to bring multiple parties together and align them around a common goal through effective questioning and listening and persuasive communication where appropriate. Tolerance, patience and diplomacy will be required to work effectively with strong-minded individuals who may have views on how contracts should be arranged.
- Demonstrable strong people management skills to get the best from the Academic Consultancy Service team who work in a fast paced, complex and demanding but rewarding environment. The individual should have and be able to demonstrate and articulate examples of empathy they have shown in managing a comparable team.
- Marketing skills: The individual should have experience of reaching out to a wide variety of potential clients with examples of how they have targeted those most appropriate whilst ensuring that all potential users are treated equally.
- Reporting skills: Experience of and ability to report legal and financial matters clearly and with appropriate consideration of risks and the internal and external environment. Financial planning and an understanding of accounting practices would be advantageous.
- Understanding of the academic environment and how technology transfer organisations operate in leading universities is beneficial. An appreciation of the demands of business and how their objectives and timelines vary from those of an academic environment would certainly be helpful. The individual should be able to understand and bridge the gap between the demands and expectations of business and the time commitment and resources of academics.
- Credibility amongst the academic and business community, the role-holder should be degree educated. Legal and/or financial qualifications would be advantageous.
- Willingness to think 'outside the box' in problem solving and having the openness to be a driver for positive engagement by academics with the strength of character to say no when required.
- Gravitas and the political acumen to navigate through the complexities of a University environment and to manage a diversity of sensitivities.
- Demonstrable understanding of, and buy-in to the values of the team: *integrity; service; innovation; ownership; respect; and teamwork*.
- An appreciation of equality, diversity and inclusivity. The postholder will need to ensure that the Academic Consultancy Service is as inclusive and accessible as possible.