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| **Job title:** | Business Development and Communications Manager |
| **Job reference number:** | 1704148 |
| **Grade:** | Grade 7 |
| **Salary:** | £34,635-£41,864 (including London Allowance) per annum |
| **Terms and Conditions:** | In accordance with the conditions of employment as laid down in the relevant UCL Staff policies |
| **Reporting to:** | Director, UCL Quantum Science and Technology Institute (currently John Morton), LCN Departmental Manager (currently Erika Rosivatz) and LCN Business Development Manager (currently Tabasum Farzaneh) |
| **Accountable to:** | Director, London Centre for Nanotechnology (currently Andrew Fisher) |

**Job Description**

UCLQ (UCL's Quantum Science and Technology Institute) spans UCL's activities in quantum technologies[1], incorporating some 35 Principal Investigators and their groups, mainly located in the departments of Physics and Astronomy, Electronic and Electrical Engineering, Computer Science, and in the London Centre for Nanotechnology (LCN).

This post will be based within the LCN, which is a UK-based multidisciplinary enterprise operating at the forefront of science and technology. Forming a bridge between the physical and biomedical sciences, it brings together two of the world's leading institutions in nanotechnology, namely University College London (UCL) and Imperial College London. The role requires a broad range of technical, operational and business experience and needs the post holder to have spent substantial time in these fields as well as an insight into current developments in quantum technologies and the opportunities they afford.  It will primarily support two major new developments in UCLQ's portfolio: QUES$^2$T (Quantum Engineering of Solid-Sate Technologies), which provides a platform of infrastructure for quantum technology development, and a Training and Skills Hub in Quantum Systems Engineering which addresses the training pipeline for emerging quantum technology industries.

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[1] Quantum technologies harness the power of quantum phenomena, and have the potential to make transformative impacts in sensing, measurement, communication, and information processing.

**Main Duties**

**Communications**
- Develop and support the implementation of a communications strategy for UCLQ (UCL's Quantum Science and Technology Institute), covering all areas of activity, including research, training and enterprise
- Organise networking events, seminars and workshops (including UCLQ/QUES2T events on QT-related engineering themes, UCLQ showcase events for industry)
- Liaise with media, press and other external parties to market UCLQ and to publicise high-profile publications and scientific results both internally and externally
- Be responsible for UCLQ's website – both design and managing content.
- Prepare reports on UCLQ activities as necessary for funders and other stakeholders.
- Act as the point of contact for UCLQ's media relations and communications teams.
- Produce key UCLQ communications materials including content for: press releases, website and social media content, brochures, newsletters and adverts, liaising with external technical writers where necessary
- Measure and evaluate the impact of communications amongst key audiences

**Business Development**
- Develop and implement marketing strategies for UCLQ training activities, including continuous professional development (CPD) and part-time courses
- Develop and implement user engagement strategy for QUES2T infrastructure network, to maximize usage of QUES2T facilities and impact of QUES2T research
- Participate in existing national QT networks in knowledge transfer / industry
- Act as point-of-contact for potential QUES2T users, help grow the user network and promote QUES2T capabilities
- Liaise with other UK universities and with other research organisations on issues affecting the strategic development of UCLQ.
- Maintain databases of QT-related businesses, from start-ups to SMEs to big industry, including contacts and key interests
- Monitor progress from the QUES2T team (e.g. procurement status, equipment utilization, user profiles, down-time, success stories) and report them to the QUES2T Steering Group
- Manage QUES2T calls for proposals
- Organise UCLQ visitors and incoming secondments
- Support UCLQ researchers in the commercialization of their research, working with UCL Enterprise and other business development staff across UCL.
- Build up effective working relationships with UCLQ researchers and provide regular feedback to PIs and to other users in relation to IP and patents.

**General**
- The postholder will be expected to actively follow UCL policies including Equal Opportunities policies.
- The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

The post holder will carry out such duties as may be determined by the Director of UCLQ or the Director of the LCN. She/he will be expected to exercise a high degree of responsibility and initiative. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The post holder will carry out any other duties within the scope, spirit and purpose of the job as requested by the line managers and/or the Director of the LCN.

## PERSON SPECIFICATION

### Qualifications

Essential
Applicants must have a higher degree qualification (MSc or PhD) or equivalent in the Sciences or Engineering.

### Skills and Experience

Essential
- Experience of managing budgets and setting financial targets
- Proven ability to prioritise a diverse workload to meet deadlines and targets
- Excellent written and verbal communication skills- including presentation and graphic skills to produce eg press releases, brochures, newsletters and adverts
- Ability to negotiate effectively and influence a large spectrum of clients and stakeholders, including corporate executives to bench scientists
- Excellent IT skills, including the efficient use of planning and productivity tools, such as databases and task managers, as well as social media platforms, web page design and content management applications
- Experience of data management and analysis to interpret and summarize statistical and qualitative data

Desirable
- A thorough grounding in business, strategy, marketing and finance
- Experience in communications and brand management
- Proven experience of producing at least one of the following: print and online communications, press releases, reports and/or proposals
- Ability to deliver training, facilitate workshops and follow-up support to operatives
- Proven administrative experience related to commercial contracts, and protection and exploitation of intellectual property
- Proven experience of writing business documents at management level to provide information with clarity and accuracy
- Able to identify new areas of activity (eg emerging markets, trends in social media etc)

### Knowledge

Essential
- Some knowledge of the potential of quantum technologies and understanding of application areas
- Knowledge of commercial best practices (eg in finance, strategy, operations)
- Awareness of data protection requirements

Desirable

- A thorough understanding of quantum technologies, including their function, application and current key players

**Personal**

Essential

- Creative, organised and methodical person, keen to use his/her initiative with attention to detail
- Innovative and flexible approach – ideally learned in a fast moving corporate environment

## UCLQ

Established in 2014, the UCL Quantum Science and Technology Institute (UCLQ) brings together researchers across UCL in the rapidly emerging area of quantum technologies. Approximately 35 Principal Investigators (PIs) and their groups work across the Departments of Physics and Astronomy, Electronic and Electrical Engineering, Computer Science, and in the London Centre for Nanotechnology (LCN), forming a community of more than 100 researchers. UCLQ hosts a doctoral training programme supported the EPSRC Centre for Doctoral Training in Delivering Quantum Technologies and Skills Hub in Quantum Systems Engineering, as well as the QUES$^2$T equipment platform. UCLQ is currently involved in £55M of funding relating to quantum science and technologies, £39M of which is held at UCL.

## London Centre for Nanotechnology

Established in 2006, the London Centre for Nanotechnology is an interdisciplinary joint enterprise between University College London and Imperial College London. In bringing together world-class infrastructure and leading nanotechnology research activities, the Centre aims to attain the critical mass to compete with the best facilities abroad. Research programmes are aligned to three key areas, namely Planet Care, Healthcare and Information Technology and bridge together biomedical, physical and engineering sciences.

The Centre occupies a purpose-built eight storey facility in Gordon Street, Bloomsbury, as well as extensive facilities within different departments at South Kensington. LCN researchers have access to state-of-the-art clean-room, characterisation, fabrication, manipulation and design laboratories. This experimental research is complemented by leading edge modelling, visualisation and theory.

LCN has strong relationships with the broader nanotechnology and commercial communities, and is involved in much major collaboration. As the worlds only such facility to be located in the heart of a metropolis LCN has superb access to corporate, investment and industrial partners. LCN is at the forefront of training in nanotechnology, and has a strong media presence aimed at educating the public and bringing transparency to this emerging science.

## About UCL

UCL is one of the UK's premier universities and is frequently ranked in the world's top 10. It is a world-class research and teaching institution based in London whose staff and former students have included 20 Nobel Prize winners. Founded in 1826, it was the only university in England at that time which admitted students regardless of race or religion. UCL was also the first to admit women on equal terms with men. Today, UCL is an inspiring university in which to work and study and it continues to thrive on the diversity and creativity of its community.

UCL is in practice a university in its own right, although constitutionally a college within the federal University of London. With an annual turnover exceeding £ 1.1 billion, it is financially and managerially independent of the University of London.

The UCL community

UCL currently employs approximately 8,000 staff and includes academic units as diverse as the Slade School of Fine Art, the Mullard Space Science Laboratory and the Institute of Child Health, which is associated with Great Ormond Street Hospital. In total, there are 54 Academic Departments and Institutes whose activities span the following: arts and humanities, social and historical sciences, law, architecture and the built environment, engineering sciences, mathematical and physical sciences, life and clinical sciences, and medicine. UCL's academic and research staff are a truly international community with more than a quarter coming from 84 countries outside the UK.

The UCL student community is around 36,000 strong and consists of approximately 50% undergraduates and 50% postgraduate students.  Nearly a third of the postgraduate students are pursuing research degrees.  The student body is highly international, with over one third coming from 150 countries outside the UK. UCL currently offers 270 undergraduate programmes and more than 210 taught postgraduate programmes as well as the opportunity to carry out postgraduate research in all of its subjects.

Quality of UCL's teaching and research

Two measures of the current quality of UCL's teaching and research are the results of the external teaching quality assessment reviews and the periodic Research Assessment Exercise (RAE).

The results of the UK's latest research excellence framework (REF 2014) confirm the international excellence of UCL's research, and make it the top-rated university in the UK for research strength. The range of UCL's research excellence was demonstrated by outstanding results in REF 2014 in academic disciplines as diverse as biomedical sciences, architecture and the built environment, economics, law, philosophy and history as well as in physics, computer science and electrical engineering.

Equality

UCL is proud of its longstanding commitment to equality and to providing a learning, working and social environment in which the rights and dignity of its diverse members are respected. The Equalities website has everything you need to know about Equalities at UCL and some initiatives are highlighted below:

- **Sabbatical Leave** following maternity - UCL provides one term of sabbatical leave without teaching commitments for research-active academics returning from maternity, adoption or long-term carer's leave. This support for returners enables staff to more quickly re-establish their research activity.
- **Achievement of five Athena SWAN awards** - for good employment practice for women working in science, engineering and technology (SET) in higher education and research.
- **Tackling underrepresentation** - UCL has two workforce equality targets. These targets are to increase the employment of black and minority ethnic (BME) support staff in grades 1-8 to 31% in line with the economically active BME population of Greater London; and to incrementally equalise the representation

of men and women in senior grades (9 and 10) with the ultimate aim of a 50:50 split of women and men at this level.

- **Encouraging flexibility** - 82% of respondents to the 2009 UCL staff survey felt that their working time could be flexible. UCL's Work Life Balance policy gives employees the right to request a flexible working pattern.

<u>Location and working environment</u>

Based in Bloomsbury, UCL is a welcoming, inclusive university situated at the heart of one of the world's greatest cities.

UCL's central campus is within easy reach of Euston, Kings Cross and Marylebone mainline stations, the new Eurostar terminal at St. Pancras and the following Underground stations - Euston Square, Warren Street, Goodge Street and Russell Square. Road connections to the M1 and M40 motorways give easy access to the north and west road networks. There are also good public transport links to Heathrow airport.

**Application procedure**

Further details about the post and the application procedure are available at www.london-nano.com. If you are unable to apply online please contact Ms Denise Ottley at the London Centre for Nanotechnology, d.ottley@ucl.ac.uk or 17-19 Gordon Street, London WC1H 0AH, for advice.

**University College London is committed to equality of opportunity and of eliminating discrimination.  All employees are expected to adhere to the principles set out in its Equal Opportunities in Employment Policy, Promoting Race Equality policy and Disability Policy and all other relevant guidance/practice frameworks.**