Role Description – Head of International Relations and Outreach

# Team: IOP

# Reports To: Chief Executive

# Role Purpose:

Sitting at the heart of Europe’s most successful innovation cluster, Cambridge Enterprise is the commercialisation arm of the University of Cambridge. We support academic staff and students in turning their ideas, expertise and innovation into a valuable and sustainable portfolio of companies, investments, licences and consultancies.

The Head of IOP will continue to develop and implement a strategic framework for Cambridge Enterprise’s International Outreach Programme (IOP) within Cambridge Enterprise. Through IOP Cambridge Enterprise shares its research commercialisation and innovation ecosystem experience with universities, governments and other organisations around the world using our extensive network of highly experienced associate staff of

The Head of IOP assesses incoming requests, develops proposals, is responsible for the management of projects, meets delegations and makes presentations as required, liaises with the University's Strategic Partnerships Office and any other University or Government body which is relevant to the request.

# Main Responsibilities

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|  | Key duties and responsibilities |
| 1 | * Developing and implementing the strategic framework for Cambridge Enterprise’s (IOP). * Identifying, negotiating and managing of projects * Developing international connections which can aid the development of Cambridge Enterprise's companies and projects, increase the ability to commercialise research * Raising the profile of Cambridge Enterprise internationally * Liaising with relevant University central offices, departments as required * Ensuring the necessary checks and balances are undertaken on incoming visits or programmes and ensuring all logistics for the visit are in place * Ambassadorial duties, including presentations and lectures and other delivery of content as part of international visits and programmes * Protecting the University’s reputation by ensuring all engagement with external parties that might give rise to significant public interest and/or pose a reputational rise to the University are managed within the University’s policies and procedures. * Managing the IOP consultants and other third parties, who are assigned to projects * Ensuring agreed net margins are met, with agreed exceptions * Produce reports for Board, Senior Management Team as required * Provide presentations as required * Chair Monthly IOP meetings of relevant internal staff, IOP Consultants and anyone from the University who might be relevant * Work closely with Consultancy Services on fee paying projects to ensure contracts, budgets, Disclosure Forms are in order * Work closely with the IOP support staff to ensure non-paying IOP visits are documented |

Person Specification

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|  | **Essential** | **Desirable** |
| Knowledge, Skills and Experience | * Significant network within the University of Cambridge and the Cambridge ecosystem * Deep knowledge of the Cambridge Cluster and an understanding of an entrepreneurial academic environment * A diplomat capable of working confidently and with cultural sensitivity at the highest international levels * Experience in marketing or project management in a senior leadership role (Deputy or Head of Team). * Experience of and willingness to undertake significant international travel. * Experience of developing and implementing a strategy to be agreed by the Board. * Project management experience of small to large contracts which sometimes uses outside contractors (‘Associates’) and involving overseas countries. * Ability to communicate effectively at all levels from Board level to peers and direct reports. * Ability to convince, influence and direct where necessary. An exceptional collaborator and partner. * Ability to effectively engage others and represent Cambridge Enterprise across a range of external organisations * Confident, engaging presentation skills and content delivery * Financially astute with experience of setting, managing and monitoring budgets. * Able to manage a heavy work programme, work to set priorities and achieve against targets. * Ability to promote your ideas and objectives through influencing and engagement in a collegiate environment * Ability for agile working within a strategic framework to be able to respond and capitalise on opportunities and circumstances as they arise * Able to work in a small team taking on responsibility for all aspects of projects such as writing proposals, preparing paperwork, agree budgets etc. Managing to a great extent their own calendar and administration. | * Experience working within higher education sector. |
| **Company Competencies**   1. Ambition/ Effectiveness | * Translates vision into clear, specific objectives and plans, and delivers with a keen eye for detail * Creates plans that address specific needs of Cambridge Enterprise * Leads with a “hands-on” style, implementing the strategies he/she develops. |  |
| 1. Customer Focus | * Ensuring that participants in fee paying projects or visits encounter a highly professional organisation representing the outward facing element of the University |  |
| 1. Team Working/ Flexibility | * Attract, develop, motivate and lead a high performing team mainly composed of Consultants * Embrace teamwork and demonstrate the attitude to take on and implement new projects and respond to new challenges with enthusiasm. * Actively seek input and perspectives from others and create an atmosphere where ideas and information are easily exchanged. * Handle differences openly, candidly and constructively with the best interest of the organisation in mind. * When suggesting change, help the team understand the reasons behind change, gaining support and encouraging people to propose additional changes and ideas. |  |
| Decision Making | * Makes consistent, accountable and informed decisions that ensure the longer-term sustainable success and development of the team * Excellent prioritisation of own workload, with the ability to advise team members on prioritisation. * Agreeing annual budgets |  |
| Leadership Skills | * Builds credibility quickly based on presence and serves as a brand ambassador. * A self-directed, decisive, performance-oriented leader, who is self-starting, sets high standards and communicates with high emotional intelligence. |  |
| Other | * Computer literacy * Basic knowledge of budgetary systems and accounting * Ability to exercise discretion and professional conduct. Maintain confidentiality. |  |