



Executive Director Job Description

Background

UKSPA comprises over 100 science parks and incubators across the UK providing accommodation and innovation support services for over 4000 businesses and 71 000 employees-largely in the science and technology sector. These range from start-ups through scale-ups to large international corporates. UKSPA provides a platform for our Members to share best practice and to work to develop a vibrant innovation ecosystem to support all these tenant companies.

Following the retirement of the current Chief Executive, The United Kingdom Science Park Association (UKSPA) is looking to appoint an Executive Director to manage the further strategic development of the Association, and to oversee the development and delivery of a range of membership products and services to deliver our current and future agenda.

There are significant changes within the science and technology sectors that are currently having an impact on the way in which innovation ecosystems are working at local, regional, national and international levels. These changes create many challenges for incubators, innovation centres, research and science parks; but they also provide opportunities for UKSPA, as a small Member-based Association, to continue to grow and position itself as a key player in the space. Our activities must continue to promote our Members as key and valued components of the innovation ecosystem.

A senior level individual with experience of board level responsibilities and with refined management skills across a number of disciplines is required to steer the delivery of our strategy.

As a Director and Officer of the Association the Executive Director reports to the Board and is principally responsible for the governance, management, development and financial stability of the company.

The Executive is currently comprised of a small team of three staff based at Chesterford Research Park, just 13 miles South of Cambridge.

United Kingdom Science Park Association
Garden Cottage
Chesterford Research Park
Little Chesterford
Saffron Walden
Essex
CB10 1XL

Job description

Job Title: Executive Director

Accountable to: The Association Chairman

Prime accountabilities:

The prime accountability is ensuring the Association and its' services are developed according to the wishes of its' Membership under the direction and agreement of the UKSPA Board. Within this accountability the Executive Director will address:

- Strategic development of the UKSPA offering to ensure relevance and Membership value proposition is maintained
- Operational delivery and development of quality membership services delivery
- Stakeholder awareness and understanding of UKSPA's role across the innovation landscape
- Financial security of the Association
- Membership expansion and retention
- Marketing and promotion of the Association

Experience and Skills:

The post holder could come from almost any professional background, as there is a wide breadth of experience needed to be successful in this role. The post holder will require experience and understanding of:

- how the UK innovation ecosystem operates with regard to our members' priorities;
- small businesses start up and growth barriers;
- innovation funding;
- Government programmes related to innovation;
- the limitations of a small trade Association and how it functions, including prudent budget and financial management;
- research / marketing and IT skills to promote the Association and
- the latest best practice in science park management and development.

Above all the post holder must be able to demonstrate experience of working at a number of operational and strategic levels with external partners, and across a number of projects demonstrating that s/he is:

- an accomplished leader with management experience gained at a senior level;
- able to effectively represent and present UKSPA products and services and address Members' requirements so to secure/retain members;
- genuinely committed to the science park movement and has an associated empathy with the 'innovation ecologies';
- able to operate autonomously and be articulate, persuasive and confident, able to gain immediate credibility and build relationships;

- able to operate consultatively and collaboratively, bringing a positive and energetic can-do attitude to meetings willing to challenge and then generate consensus;
- numerate and able to demonstrate political and commercial acumen, is analytical and intellectually capable;
- an effective networker at regional, national and international levels with excellent social and communication skills;
- highly focussed and flexible in terms of approach and working hours.

Aptitudes:

The post holder must be a self-starter who is able to motivate a very small team to achieve extraordinary results within limited resources and budgets. A natural ambassador providing a nationally and internationally recognisable face of the UK Science Park and Incubator movement, the post holder must be able to operate at political, strategic and operational levels.

Education:

The post holder is likely to have a first degree and preferably a business related professional qualification. Proven management skills across a range of functions is essential to effectively manage a small and diverse operation.

Terms and conditions:

The salary package for this role is currently up to £60 000 pa, reviewed annually in line with performance and cost of living.

Inland Revenue car mileage rates and subsistence allowances apply.

There is a generous 30 day holiday entitlement, plus statutory holidays.

Appointment process:

Candidates should send their CV and a covering letter by close of play on **16th November 2017** to:

Dr David J Hardman MBE
 Chief Executive
 Innovation Birmingham Ltd
 Innovation Birmingham Campus
 Holt Street,
 Birmingham
 B7 4BB

Interviews will take place at Chesterford Research Park on 23rd and 24th November 2017, and shortlisted candidates will be informed of their requirement to attend interview **by 18th November 2017**.