

**Imperial College London
School of Public Health
JOB DESCRIPTION**

Job Title	UK-Ireland CLC Director
Department	School of Public Health, followed by EIT Health
Grade	Professional Services Level 6
Salary	Minimum salary of £80,000, pro rata at 3 days a week
Accounting to	Head of the School of Public Health
Reporting to	EIT Health Chief Executive Officer, UKI CLC Management Board, Director of School of Public Health
Key working relationships	EIT Health CEO, CFO, COO, UKI CLC Management Board, UKI CLC partners, UKI CLC Operational Staff, EIT Health KIC Directors
Contract	6 months in the first instance
Location	Imperial College campuses at St Mary's and South Kensington, with the possibility of accommodation at Imperial West campus in the longer-term

Purpose

The UK-Ireland Co-Location Centre (CLC) will be based in London at Imperial College. The UK-Ireland CLC is looking to appoint a Director who will lead and organise the CLC and play an essential part in driving the EIT Health strategy in association with the UK-Ireland partners and in Europe at large. The main objective for the CLC Director is to build a strong innovation partnership for our UK-Ireland partners in close alignment with the central KIC management. They will be integral in attracting new partners, projects and additional investment and striving for excellence in all regional activity. It is essential for the UK-Ireland CLC and all its partners to be fully integrated within the EIT Health organisation and the CLC Director will play the main role in order to achieve this objective. During the setup phase the CLC Director may also cover roles related to education, business creation and innovation.

The post holder will have strong management, administration and leadership experience, preferably in health innovation, education and/or entrepreneurship. Experience working in complex and/or innovative environments, cross culturally in an international and public-private environment is important to hold this central role where a high level of independence is required. This initial six month appointment is to cover the set-up phase of the CLC and could also be a secondment opportunity for the right candidate. We anticipate the position to be advertised within this six month period.

Background

EIT Health – a new Knowledge and Innovation Community (KIC) designated by the European Institute of Innovation and Technology (EIT) – is focused on promoting

entrepreneurship, innovation, and education in the domain of healthy living and active ageing. EIT Health brings together leading organisations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations, to promote healthy living, support active ageing and improve healthcare by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big-data. As an EIT-designated KIC, EIT Health can utilise European Commission/EIT funding and leverage the resources of its partner organisations in order to achieve its goals.

EIT Health headquarters will be located in Munich and will develop its activities across a network of co-location centres in six cities: Paris, London, Barcelona, Rotterdam, Stockholm and Heidelberg. Those co-location centres are the base to 52 core partners. Additional partners will be located in these countries and in Hungary, Wales, Poland, Portugal, Croatia and Slovenia and will begin operations in mid-2015. In total, 92 associated partners are included in the EIT Health KIC.

EIT Health was designated as a KIC by the EIT Governing Board in December 2014 and is now in the process of establishing its infrastructure and resources both at the European and co-location centre level.

EIT Health's mission is to promote entrepreneurship and develop innovations in healthy living and active ageing, providing Europe with new opportunities and resources. This will be achieved through delivering products, concepts and services, including educational programmes that will nurture talents and train the workforce of tomorrow. These innovative products and services will enable citizens to lead healthier and more productive lives by improving their quality of life and contributing to the sustainability of healthcare across Europe.

EIT Health will help to overcome / reduce the fragmentation of different healthcare systems in Europe. The critical mass of partners from business and industry, education, research, healthcare providers and insurance companies within EIT Health opens the path to reduced time-to-market/ time-to-implementation for added-value products and services. This will foster greater cooperation and unlock Europe's innovation and growth potential – developing and retaining the best talents, creating high-quality jobs and boosting the global competitiveness of European industry.

EIT Health's partners will utilise digital health, enabling technologies, big data, cloud computing and security-technologies, embracing health economic modelling, and leveraging talents and education, to conceive, develop, trial and adopt new market-oriented approaches to innovation.

Main Responsibilities

General management and business administration

- Establish, develop and position the UK-Ireland CLC regionally, nationally and throughout Europe
- Responsible for the execution and delivery of the associated EIT Framework and Grant Agreements and ensuring timely and accurate reporting as per regulations
- Responsible for the formulation and execution of the annual business plan, budget and performance management for the UK-Ireland CLC
- Management of budgets annually from an estimated €3 to €30 million over time
- Recruitment, supervision and management of the CLC operations team

- Strategic, operational, project, legal and financial advice to partners to ensure timely delivery and quality assurance of partner contributions to financial and technical performance reporting
- Implementation and management of the CLC governance structure, information and support of CLC management board and partner assembly
- UK-Ireland CLC representative on the EIT Health Management Board
- Coordination and cooperation with EIT Health's other CLCs/Innostars and central management staff (CEO, CFO, Directors' of Education, Business Creation and Innovation)
- Strategic planning, coordination, monitoring and overall management of the UK-Ireland CLC activities across the region
- Financial management, planning and reporting including supporting the CLC and its partners to secure access to European, national and regional public and private funding
- Represent and facilitate CLC partner interests within EIT Health

Communication and Stakeholder management

- Building strong relationships with existing and potential partners at CLC and European level, relating to partners at CEO and Board level
- Identify examples of best practice in the CLC and ensuring dissemination across the KIC
- Organise outreach and dissemination activities and events for national and regional partners
- Plan and manage stakeholder relations including attracting new partners from academia, industry, health and social care sector
- Central point of contact for all CLC partners, EIT Health central staff and external stakeholders
- Network building, communications and partner portfolio management across the UK-Ireland including the strategic recruitment of suitable new partners

Employment will be for two years in the first instance with a view to renewal. Secondments will be considered. The post holder should be prepared to travel throughout the UK, Ireland and Europe on a regular basis.

Since job descriptions cannot be exhaustive the post holder may be required to undertake other duties, broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to 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.

PERSON SPECIFICATION

Education/Qualifications:

Essential

- Relevant academic degree to at least Masters level or higher in a relevant health or science discipline or equivalent professional experience/qualifications
- Professional, specialist or managerial qualification and/or equivalent experience

Skills and Abilities:

Essential

- High level international project management skills, with a good understanding of the complexities involved
- Experience and ability to work with an international team and in a multidisciplinary context
- Ability to manage a set of deliverables, identify opportunities for improvement and growth, and setting and managing standards of delivery
- Ability to provide clear and concise briefing and specification to partners and EIT Health, to support cost-effective and targeted delivery of the programme
- Proven ability to lead professional staff and engage a wide range of stakeholders
- Personal integrity, a high level of self awareness and confidence
- Outstanding inter-personal and communication skills and excellent judgement
- Analytical and able to resolve problems
- Ability to produce clear and concise written material
- Demonstrated ability to present and explain complex information from multiple sources to partners and staff at all levels to develop a clear argument/support a proposal
- Ability to perform effectively under pressure with excellent personal organisation and time management
- Highly articulate, with the ability to be decisive and assertive when necessary
- Diplomatic with strong influencing and negotiating skills
- Innovative, dynamic and resilient
- Good understanding of UK, Ireland and European health policies
- Excellent command of English
- Excellent presentation skills

Knowledge and Experience:

Essential

- Strong management experience (10 years minimum) including personnel, budgeting and financial administration and project management experience from major academic and/or industrial undertakings. Experience in both the private and public sector considered an advantage
- Knowledge of and experience in the health sector at senior level in academic, public and/or private sector
- Administrative experience from EU innovation, education and/or entrepreneurship projects
- Management experience from innovation projects including public private partnerships

- Knowledge of UK and Irish innovation systems, notably science-based innovation, higher education; technology transfer and research funding
- An extensive contact network in the UK-Ireland innovation system in the health sector
- Track record of creating relationships and partnerships with senior colleagues and organisations in both public and private sectors at an international level