# ROLE PROFILE

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<th>Role profile</th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Marine Business Technology Centre Director</td>
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<tr>
<td><strong>Grade</strong></td>
<td>GRADE K</td>
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<tr>
<td><strong>Reference:</strong></td>
<td>N421</td>
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<td><strong>Reports to:</strong></td>
<td>Head of City Deal</td>
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<tr>
<td><strong>Work style Definition</strong></td>
<td>Office based hot–desk/touch down worker</td>
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## Primary purpose of role

Accountable to the Marine Business Technology Centre Board, the primary purpose of the role will be to deliver the Board’s ambitious vision of placing Plymouth and the wider Heart of the South West LEP area at the forefront of new and emerging marine technology development in areas such as Applied Autonomy, Sensors and Instrumentation, Data (processing and acquisition), Environmental Monitoring, Manufacturing and Biotechnology.

The Director will be responsible for fostering greater collaboration between marine businesses and research institutes to support business growth and opportunity and attract investment and businesses to Plymouth and the Heart of the South West LEP area.

The Post Holder will be responsible for securing a robust forward plan for MBTC projects including the inaugural 3 year ERDF funding, legacy funding and for ensuring that all of the requirements of funders are met.

## Key accountabilities and key measures

### Role outcomes

- Credibility with key marine science research institutions both nationally and internationally together with businesses, government and trade bodies (20%)
- Plymouth placed at the forefront in the development of new and emerging marine technologies, achieving national and international visibility in areas such as: Sensors and Instrumentation, Applied Autonomy, Data processing and acquisition, Environmental Monitoring, Manufacturing, biotechnology (20%)
- Research is successfully applied to the development of prototypes and products

### Role measures

- Board members signed up to a long term vision for the MBTC and Plymouth
- Increased business engagement and investment in innovation-related activities and assets, and increased product, service and process development, resulting in the creation of new jobs.
- Jobs created through the effective delivery of ERDF outputs including new to market products
- Effective academic engagement
across a range of technologies (20%)
- Plymouth is able to attract further investment from national and non-exchequer sources (Industrial Strategy, Sector Deals, Horizon 2020, FDI), due to a reputation as a major centre for marine innovation (20%)
- Alignment of government and other national centres within the arena, to promote the Heart of the South West Marine sector and its supply chain on a global stage (10%)
- Work programme successfully completed within the funding budgets, ensuring that reporting procedures, data gathering and audit meet the needs of funders including the inaugural ERDF funding (10%)
- The number and scale of projects and new FDI activity by individual businesses, and their contribution to the longevity of the Centre
- The quality and quantity of stakeholder engagement in consortia, working with the MBTC to attract funding and investment
- Successful engagement and co-operation with government agencies and national centres of excellence: Innovate UK, Catapult Centres, National Composite Centre, Offshore Renewable Energy, Advanced Manufacturing, Satellite Apps
- Understanding of the vision, goals and achievements of the MBTC by all stakeholder groups and the success of promotions of the Heart of the South West Marine sector and its supply chain on the global stage.
- Amount of investment from national and international sources
- Work programme completed within funding budget and audit criteria met.

### Key activities

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<th>Developing Board level credibility 20%</th>
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<td>- Provide strategic leadership for the MBTC Consortium, ensuring that the activities of the MBTC are strategically aligned</td>
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<th>Aiding the development of new technologies 20%</th>
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<td>- Ensure that eligible businesses can exploit the innovation and research resources of the MBTC and its partners</td>
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<td>- Ensure business access to specialist land based facilities and linked in sea test facilities to enable product development</td>
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<th>Research is successfully applied to the development of products (20%)</th>
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<td>- Connect relevant research base expertise, available sources of finance and</td>
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commercial challenges in order to unlock innovation.

Alignment of initiatives (10%)
- Align government and other national centres within the arena, to promote the Heart of the South West Marine sector and its supply chain on a global stage
- Provide strategic direction to the development of Oceansgate

Attracting further investment (20%)
- Develop strong senior level relationships between industrial and local research partners and government agencies including: Innovate UK, Catapult Centres - National Composite Centre, Offshore Renewable Energy, Advanced Manufacturing, Satellite Apps, Maritime UK
- Identify and secure further investment in the Centre to ensure its longevity and applicability to the industrial and research communities that it serves.
- Accountable for the delivery of a challenging set of business engagement and collaborative research and development project outputs for the inaugural 3 year, £4.3 million pound ERDF funded project and subsequent funding.

Management of Work Programme (10%)
- Manage all MBTC capital and revenue project budgets on behalf of the MBTC Strategic Board and the Council, directing the work of external partners and project leads through Delivery Boards, to ensure that resources are properly prioritised and targeted.
- Development of an effective marketing and communications plan that engages all key stakeholder groups.
- Manage matching of budgets between funding sources and ensure that budget pressures are promptly recognised and reported with recommendations as to how the pressures might be mitigated.
- Handling commercially sensitive information and data for the Council, MBTC partners and for businesses that work with the Centre and locate at Oceansgate.
- Understand and comply with relevant EU and national legislation, regulations, government and council policy, managing the Project Handbook with policies, processes, forms and procedures to ensure efficient and compliant project delivery.
- Manage physical and financial resources and staff to ensure project outputs are achieved and that the Centre thrives.
- Line Manage the MBTC Coordinator.
- Carry out other duties appropriate to the grade of the post

Essential qualifications/knowledge
- Graduate or equivalent level of education in science or engineering.
- Demonstrable ability in project management, budgeting and scheduling, ability
| **Desirable qualifications/knowledge** | to simultaneously manage and prioritise a portfolio of complex collaborative projects  
| | ▪ Understanding of government funding bodies to support knowledge transfer |
| | ▪ Postgraduate qualification in a relevant discipline or MBA  
| | ▪ Technical grounding and understanding of various technologies (particularly sensors & Instrumentation, Applied Autonomy, Environmental Monitoring and Manufacturing and biotechnology).  
| | ▪ Practical experience of the role of Government in stimulating growth and innovation in business |
| **Essential experience** | ▪ Successful board level leadership bringing immediate Board level credibility to the MBTC Board  
| | ▪ Effective problem-solving and decision-making, demonstrating good judgement;  
| | ▪ Effective networking and partnership building;  
| | ▪ Effective leadership of good governance including risk management  
| | ▪ Experience of, or appetite for, the role of government in stimulating growth and innovation in business  
| | ▪ Significant experience in the marine sector, academia, business or trade association  
| | ▪ Extensive management experience at a senior level  
| | ▪ Experience of working in, or working with the marine sector and knowledge of how applied research and development activities are conducted and funded.  
| | ▪ Track record of leading comparable complex project involving multiple partners |
| **Desirable experience** | ▪ Successful leadership in a science or engineering business resulting in innovation, commercialisation of new ideas and growth in sales and jobs  
| | ▪ Experience of a technology solution driven environment where research, development, innovation and continuous improvement are at the forefront. |
| **Essential skills** | ▪ Highly developed interpersonal skills to maintain excellent relationships with key stakeholders including Higher Education Institutions, government, marine science organisations, marine sector businesses and the supply chain, locally, nationally and internationally.  
| | ▪ Bidding, tendering and negotiating in both the public and private sector  
| | ▪ Strong communication skills and the ability to influence both business, academic and public senior stakeholders.  
| | ▪ Collaborative mind set and the ability to coach and mentor others.  
| | ▪ Oral and written communication and presentation skills that enable effective collaborations at all levels and which stimulate the trust, confidence and enthusiasm of the academic community, college and professional service staff, partner organisations and external bodies dealing with highly complex issues.  
| | ▪ Excellent writing skills and the ability to write effectively to tight deadlines. |
- Meticulous attention to detail, highly organised, capable of administering a diverse client and project portfolio effectively.
- Ability to adapt to changing priorities and timescales and ability to act on own initiative and see tasks through completion.
- Proven networking skills, with an interest in government funding bodies to support knowledge transfer.
- Strategic thinker, able to develop a plan for the long term strategic priorities while meeting the short term operational deliverables.
- Driving Licence and ability to travel

**Corporate standards**

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures.
- Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.