

## Job Description

### **Job Title: Operations Officer, Innovation China UK (ICUK)**

<b>DEPARTMENT:</b>	QM Innovation Limited
<b>HOURS:</b>	2 days per week on consultancy basis
<b>RESPONSIBLE TO:</b>	Executive Director (UK), ICUK
<b>REPORTS TO:</b>	Executive Director (UK), ICUK
<b>LOCATION:</b>	QMUL Charterhouse Square campus in London, but the post holder should be prepared to work at other QMUL campuses when necessary.
<b>APPOINTMENT PERIOD:</b>	until 31 <sup>st</sup> December 2010
<b>SALARY:</b>	Up to £120 per day (equivalent of £30,000 FTE annual salary)

### **About ICUK**

ICUK [www.icukonline.org](http://www.icukonline.org) is a collaborative R&D and technology transfer partnership jointly funded by HEFCE/OSI Higher Education Innovation Fund3 (HEIF3) and the Chinese Ministry of Science and Technology (MoST). It supports five UK HEIs and over twenty Chinese HEIs in commercially exploiting their joint research worldwide. ICUK's British partners are Queen Mary, University of London (lead), King's College London, the Royal Veterinary College, the University of Nottingham and the University of Southampton.

ICUK key activities include:

1. An ICUK Development Fund into which partner HEIs submit applications for proof-of-concept and business development grants;
2. A state-of-the-art knowledge network and a complimentary events and dissemination programme;
3. Commercialisation of joint intellectual property (IP) generated through the above collaborations.

### **Main Responsibilities** *(Key responsibilities of the job)*

1. Assist the Executive Director to develop ICUK operational policies and processes which minimise risk and enhance impact.
2. Assist external Fund Managers in managing ICUK Collaboration Development Fund, especially in liaising with Chinese counterparts.
3. Assist the ICUK Board in organising quarterly board meetings and taking minutes.
4. Provide administrative support to all ICUK staff including managing the Human Resource function, coordinating expenses and reimbursement, processing of invoices, and assisting with major ICUK events.
5. Assist ICUK Knowledge Network Manager in organising major ICUK events both in the UK and China.
6. Any other duties as assigned by the Executive Director.

**Decision Making** (*Types of decisions required to do the job and how these are arrived at – eg by reference to others or procedure, etc*)

1. Make operational recommendations to the Executive Director.
2. Organise and prioritise workloads to meet deadlines.

**Working Relationships & Contacts** (*Typical contacts and relationships necessary for the job*)

1. ICUK Executive Director – line manager. Assist the Executive Director in all aspects of ICUK operations.
2. Secretary to the ICUK Board.
3. UK/Chinese ICUK project managers – managing performance data and provide administrative support.

**Person Specification** (*Qualifications, skills, knowledge and experience*)

	<b>Requirements</b>	<b>Essential/ Desirable</b>
<b>1. Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level in science or engineering subjects</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Postgraduate or professional qualification in business or management</li> </ul>	Desirable
<b>2. Experience</b>	<ul style="list-style-type: none"> <li>• &gt;2 years experience in an operational/administrative role in higher education, public sector or knowledge transfer environment</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Project management experience, preferably in an international environment</li> </ul>	Essential
<b>3. Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Good organisational and time management skills, capable of detailed planning and reporting</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• IT skills, including word processing, presentation, spreadsheets and e-mail</li> </ul>	
<b>4. Attitude and disposition</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and passion for UK-China collaboration and innovation</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to take initiative and attention to details</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Good team player and able to support others</li> </ul>	Essential
<b>5. Language and other requirements</b>	<ul style="list-style-type: none"> <li>• Fluency in written and spoken English and Mandarin</li> </ul>	Desirable

**Contact:**

Please send your CV and cover letter to Ms. Lei Li, Innovation China UK, [lei.li@qmul.ac.uk](mailto:lei.li@qmul.ac.uk). The closing date for applications is Tuesday, 16<sup>th</sup> February 2010. Interviews will be held during the week starting 22<sup>nd</sup> February 2010.