



Job Description

Job title:	Manager for the Bath Institute for Mathematical Innovation (IMI Manager)
Department/School:	Institute for Mathematical Innovation
Grade:	8
Location:	University of Bath campus

Job purpose

The role

We are looking to recruit an enthusiastic Manager for the Institute for Mathematical Innovation. This is a wide-ranging role with significant responsibility for delivering the strategy of the Institute on a day-to-day basis and maintaining alignment to the long-term vision.

The Institute Manager leads on the development and management of projects applying expertise in the University to challenges formulated in collaboration with external partners. These projects and partnerships involve business and industry, the public sector, local authorities, and other research funders, for example charities.

The Institute Manager also acts as line manager for three administrative posts within the Institute.

The post-holder will be required to work closely with colleagues across the University, in both academic and professional services departments.

The Institute for Mathematical Innovation

The Bath Institute for Mathematical Innovation (IMI) was established in 2015, as a University Research Institute, to be an innovative and agile leader in mathematical sciences in the UK and beyond.

IMI's mission is to develop and apply mathematical sciences research, aiming especially at economic and societal impact, and to generate fundamental insights beyond the mathematics discipline.

IMI is now a major part of the Knowledge Exchange landscape in Mathematical Sciences in the UK; its work was highlighted in the 2018 review *The Era of Mathematics*, led by Philip Bond.

Source and nature of management provided

The IMI Manager is line managed by the Director of the Institute. The post-holder will have considerable autonomy and will be expected to show substantial personal initiative.

Staff management responsibility

The IMI Manager line manages three key administrative posts: the Institute Programmes Coordinator, the Marketing and Communications Officer, and the

Grant Development and Project Manager. The IMI Manager also currently line manages the team of Commercial Research Associates.

Special conditions

There will be the requirement for regular UK travel, including overnight stays, and occasional international travel.

Main duties and responsibilities

1	<i>Strategic Planning</i> <ul style="list-style-type: none"> • To secure significant sustainable income for the Institute through a variety of methods, including engaging companies in long-term strategic partnerships. • To manage and develop relationships with a portfolio of individual contacts and organisations, utilising a wide range of methods; developing networks amongst contacts; and involving partners and prospects closely with planning activity within the Institute. • To generate, manipulate and analyse information to support strategic planning and management, in order to identify new potential clients and new business needs/demands. • To keep up to date with national and international activities in industrial mathematics, including the evolving funding landscape.
2	<i>Implementation</i> <ul style="list-style-type: none"> • To work in close collaboration with the Director, Deputy Directors, Institute staff, Research and Innovation Services, Department of Mathematical Sciences, Faculty of Science, and the wider University administration to develop and promote the Institute and deliver its objectives. • To lead in developing relationships with industry, explore a wide variety of external opportunities, leverage existing support, and create new funding streams. • To work with the Director and Deputy Directors to discuss and agree priorities. • To be proactive in driving the expansion of the Institute's strategic partnerships.
3	<i>Project Management and Governance</i> <ul style="list-style-type: none"> • To project manage the day-to-day work of the team of Commercial Research Associates. • To develop and maintain processes for capturing and recording data relating to contacts and partnerships. • To ensure compliance with University contractual requirements and internal financial processes.
4	<i>Communications</i> <ul style="list-style-type: none"> • To provide written and verbal updates to the Institute's Director, Deputy Directors, and Steering Group, as required. • To create influence and impact internal and external to the University, including presenting and disseminating information on Institute activities to a variety of groups and audiences. • To work closely with the Institute's Marketing and Communications Officer to ensure effective and appropriate external communications. • To promote IMI across the UK industrial mathematics landscape.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.

You are required to follow all University policies and procedures at all times and take account of University guidance.

Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I	T
Qualifications					
An undergraduate degree in mathematics or another STEM subject with significant mathematical or statistical content	✓		✓		
A PhD degree or an equivalent professional qualification in a STEM subject with significant mathematical or statistical content		✓	✓		
A project management qualification		✓	✓		
Training / Courses taken					
Evidence of continuing professional development.		✓	✓	✓	
Experience / Knowledge					
Familiarity with the mathematical sciences and its relationship to, and applications in, industry	✓		✓	✓	✓
Experience in delivering collaborative projects between academic organisations and business	✓		✓	✓	✓
An understanding of research funding opportunities		✓	✓	✓	
Experience of line management	✓		✓	✓	
Experience of coordinating work across internal and external teams	✓		✓	✓	✓
Experience of producing written documents materials to a high standard. A high level of literacy and ability to draft briefing papers for senior colleagues	✓		✓		✓
An understanding of mechanisms for corporate engagement with universities, including contract development		✓	✓	✓	
Experience of public speaking and giving presentations to a variety of audiences	✓		✓	✓	
Experience of working with a diverse range of colleagues within a large and complex organisation		✓	✓		

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.