IMPERIAL

Senior translation project officer – Bezos Centre for Sustainable Protein

Department/Division/Faculty:	Engineering, Bioengineering
Campus/Location:	White City / South Kensington
Job Family/Level:	Professional Services Level 3b
Responsible to:	Head of Operations, Bezos Centre & Director (Rodrigo Ledesma-Amaro)
Line management for:	N/A
Key working Relationships (Internal):	Bezos Centre for Sustainable Protein, Microbial Food Hub, Department of Bioengineering (Academics, DOM, HoD, Student Office, etc), Other Departments involved in the Bezos Centre, Enterprise, Faculty of Engineering Research Services and Contract Teams, Enterprise and IP team Faculty of Engineering, VP research. Grantham Institute.
Key Working Relationships (External):	External partners of the Bezos Centre for Sustainable Protein & Microbial Food Hub (in academia and industry)
Contract type:	Full time, fixed term 24 months with potential extension

Purpose of the Post

Imperial currently ranks as the 2nd best University in the world and 1st one in the UK and Europe. Bioengineering is a fast-paced multi-disciplinary department at the forefront of its field, currently with laboratories in South Kensington and White City campuses.

The post holder will support the efficient administration of all translation and training programmes of the Bezos Centre for Sustainable Protein and the Microbial Food Hub. This includes the development and implementation of the translational pipeline from early R&D projects to commercialisation, the integration of food-related accelerators and incubator programmes in existing College Initiative (e.g. undaunted or Techaccelerate), support the implementation and engagement with different working groups and impact units of the Centre, coordinate training workshops and events. The post will work directly with the Directors of the Bezos Centre, the Centre Manager and the Impact and Growth Manager.

Funded by the Bezos Earth Fund, the $30m Bezos Centre for Sustainable Protein will apply cutting-edge Engineering Biology to accelerate the alternative protein revolution and transform global food systems, to make them more sustainable, healthy, productive, and resilient, by driving a step-change in consumption from conventional meat to alternative proteins. Uniting top academics, industry, policy makers and key stakeholders, the Bezos Centre for Sustainable Protein will be a reference institution in cultivated meat, plant-based and fermentation-based food, and the synergies between them.

Led by Imperial College London, the Bezos Centre for Sustainable Protein brings together national and international academic partners, including the Cellular Agriculture Manufacturing Hub-CARMA, Growing Kent & Medway, the Food Centre at the University of Reading, DTU Biosustain, Tufts University Centre for Cellular Agriculture and the National University of Singapore.

Key Responsibilities

- Develop coordinate and improve translational programmes, including training sessions, workshops, industry days, project co-creation events, etc and ensure timely delivery within budget.
- Develop, maintain and improve the translational pipeline of the Centre, maximising synergies with existing programmes and including translational elements in other activities of the Centre.
- Manage the coordination of the impact units for the Centre, leading the “translational unit” and the “company creation unit”.
- Support other Managers and the Directors of the Centre in specific tasks to execute the strategy of the Centre (e.g. support in establishing partnerships, organising events, etc).
- Manage and respond to enquiries from the Advisory Board and escalate as necessary
- Maintain a database and records of project outcomes, challenges and lessons learned for future reference
- Establish and maintain relationships for future collaborations
- Act as the first point of contact for advice from different working groups
- To support the reporting to funders, especially in translational and training related activities
- Contribute to the coordination and writing of funding proposals where required

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	**Essential (E)/ Desirable (D)**
Education	
Education to a minimum of a degree (or equivalent) in a science or engineering subject	(E)

Education to a minimum of a degree (or equivalent) in food science or engineering biology	(D)

Experience

Experience of working in academia	(E)
Experience in ensuring the successful delivery of outputs, engaging and directing complex groups of suppliers, colleagues, and collaborators and reporting on that formally	(E)
Organising, planning and delivering small (10 person) and large (100 person) engagement activities or events for industry and/or academic professionals	(E)
Previous experience and understanding of issues relating to research translation	(E)
Previous experience supporting academic staff in delivering training activities (e.g. workshops)	(E)
Experience of working in one of the following areas, food science, food bioengineering, engineering biology, microbial food.	(E)

Knowledge

Knowledge of using IT packages, including Excel and Access (or other databases) for collating and managing student data	(E)
Knowledge of food technology or engineering biology related industry	(E)
Knowledge and experience of working with or within the Higher Education sector.	(E)
Knowledge and experience of project management and alliance management	(D)

Skills & Abilities

Ability to pay meticulous attention to detail, work to a high level of accuracy and to deadlines whilst in a pressurised environment	(E)
Proven ability to plan and manage a range of projects at any one time	(E)
Highly developed interpersonal skills, with the ability to deal pleasantly, confidently and effectively with a wide range of internal and external colleagues of all levels of seniority, in writing, face-to-face and on the phone.	(E)
Self-motivated, pro-active and enthusiastic, with the ability to identify problems and develop effective solutions	(E)
Excellent written and oral communication skills, including accurate grammar, spelling and punctuation.	(E)
Adaptable and flexible to deal positively with changing circumstances	(E)
Willingness to work as part of a team and to be open-minded, cooperative	(E)

and have a commitment to meeting deadlines and able to work under pressure	
Flexible attitude towards working hours at busy periods	(E)
Willingness to undertake any necessary training for the role	(E)

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check, at the appropriate level, will be required for the successful candidate.

Imperial is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in our care are treated with full respect, and that all staff involved with this work show due consideration at every level. Find out more about animal research at Imperial.