UNIVERSITY OF WARWICK

# Job Description

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| Job title | Centre Manager – Blythe Valley Innovation Centre, Solihull |
| Department | UWSP |
| Grade | FA7 |

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| Job purpose (a brief summary of the role) | The successful candidate will be responsible for marketing and managing the Centre on a day-to-day basis and integrating tenant businesses into the appropriate areas of the University and the business support infrastructure of the Science Park. In addition, they will be required to liaise with the management team and the Board of The University of Warwick Science Park Ltd. |
| Duties and responsibilities | The successful candidate will be expected to have proven experience in the following areas:<br>➢ Excellent communication and presentation skills both written and verbal, with the ability to use their own initiative and work independently as well as within a team.<br>➢ Business Development in a relevant activity, preferably with a background in property management and/or an innovation support environment.<br>➢ A good awareness of the issues and challenges facing managers of small businesses is key.<br>➢ Experience of forecasting, delivering budgets and performance reporting.<br>➢ Ensuring compliance with company H & S procedures specifically building related risk assessments including activities by staff or contractors and fire safety management records.<br>➢ Managing a small team of part-time Centre staff on a day-to-day basis covering Reception, Administration, and support for BVIC Community Innovation activities.<br>➢ Excellent negotiation skills – Agreeing terms with both suppliers and customers.<br>➢ Computer literate with strong MS Office skills.<br>➢ Preferable to have a basic knowledge of managing telephone systems and structured cabling.<br>➢ Prepared and able to be flexible to cover holiday periods, emergencies etc. across all our Centres.<br>➢ Flexible “can-do” attitude. Ability to resolve day to day practical issues involved in running of a large busy Centre. |

**Person Specification**

*The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.*

| Essential Criterion No. | Essential Criterion Description | Measured by |
|---|---|---|
| E1 | Degree or equivalent | A |
| E2 | Proven experience at forming business relationships and the ability to demonstrate positive results. | A & C |
| E3 | Managing and maintaining budgets | A & C |
| E4 | Previous experience of people management | A & C |
| E5 | Excellent communication skills, both written and verbal. | A & C |
| E6 | Be fully conversant with computer software for the provision of reports (Microsoft Excel is essential). | A & C |
| E7 | Clean driving licence and own transport is essential due to the location of the Centres | A & C |

| Desirable Criterion No. | Desirable Criterion Description | *Measured by* |
|---|---|---|
| D1 | Previous experience of property related roles in surveying or FM advantageous. | A & C |
| D2 | Experience of marketing | A & C |
| D3 | Understanding of technology-driven SMEs and the ability to support their needs and overcome business challenges | A & C |