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**Adapt Low Carbon Group  
Commercial Manager - Built Environment/Enterprise Centre  
(REF: ALC258)  
Further Particulars**

**The Post**

The Centre for the Built Environment is a virtual centre that draws upon a cluster of expertise within and outside UEA. The centre is responsible for delivery of ERDF outputs and for the generation of low carbon consultancy income for the Group. An experienced professional with a proven track record is required for the position of Commercial Manager.

**Job Description**

A job description is attached as Appendix A. The precise duties will be agreed in discussion with the Manager.

**Person Specification**

The full person specification for this post is attached as Appendix B.

**GENERAL**

**Salary**

Salary will be £38,140 to £44,166 per annum, on Grade 8 on the single salary spine. The normal expectation is that starting salary will be at the minimum of the advertised salary scale.

**Starting date**

The post is available from April 2012 on an indefinite full-time basis.

**Terms and Conditions of Appointment**

Full details of terms and conditions of employment for Administrative Staff will be made available to the candidate to whom the appointment is offered.

## **Relocation Expenses**

Relocation expenses are reimbursable under certain conditions.

## **Residence**

The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during the working week in support of these goals. Absences for significant periods are by agreement with the Head of School or Head of Division.

## **Annual Leave Entitlement**

There is an annual holiday entitlement of six weeks plus statutory (8 days) and customary (6 days) holidays, pro rata for part-time.

## **Superannuation**

The post is superannuable under the Universities Superannuation Scheme.

## **Proof of Qualifications**

The person specification for this post lists qualifications that are essential and/or desirable and you may hold some or all of these qualifications. Please note that if you are offered the appointment you will be asked to provide original certificates of these educational and professional qualifications. Please **DO NOT** provide these with your application.

## **Entitlement to Work in the United Kingdom**

If you are shortlisted for interview you will be asked to bring to interview original documentary evidence of permission to work in the UK. Candidates invited to interview will be provided with a list of appropriate documents that can be provided as evidence. Please **DO NOT** provide this with your application.

**Due to the nature of this role and the level of qualifications required, please note that immigration legislation allows the University to apply for a sponsorship certificate for this post.** Where appropriate, the University will apply for a sponsorship certificate from the UK Border Agency on behalf of the candidate offered employment. The individual will be required to supply original documents and certificates to support this application.

Workers from outside of the EU who do not have current residency status within the UK and will require entry clearance or leave to remain approval from the Borders Agency should familiarise themselves with Tier 2 (General) of the Points Based System operated by the Home Office. Details are available at <http://www.bia.homeoffice.gov.uk/>.

## **Occupational Health Assessment**

Appointment will be subject to a satisfactory Occupational Health Assessment to be carried out by the University's Occupational Health Service.

### **APPLICATION AND RECRUITMENT PROCESS**

Your completed application form should quote **reference code Ref: ALC258** and be returned **12 noon on Monday 13 February 2012** in one of the following ways:

- accessed via the relevant vacancy details at <http://www.uea.ac.uk/hr/jobs/> then downloaded in Word format to be completed electronically then saved and sent as an email attachment to [hr@uea.ac.uk](mailto:hr@uea.ac.uk) **or**
- accessed via the relevant vacancy details from <http://www.uea.ac.uk/hr/jobs/> then downloaded in Word format to be completed electronically, then printed and posted to the  
Human Resources Division,  
University of East Anglia,  
Norwich, NR4 7TJ, **or**
- accessed via the relevant vacancy details from <http://www.uea.ac.uk/hr/jobs/> and downloaded in PDF format and printed, to be completed by hand and returned by post to the Human Resources Division at the address shown above **or**
- forms received by post from the Human Resources Division should be completed by hand or typed and returned by post to the above address.
- Postal applications will not be acknowledged unless a stamped addressed envelope/postcard is supplied.
- For paper submissions please ensure you add the correct postage to your application pack as failure to do so will considerably delay receipt by this office and may jeopardise your application for this post.
- Please note that applications received after the closing date will not normally be accepted. If you are submitting an application by post immediately prior to the closing date please contact the Human Resources Division on 01603 593034 to let us know that your application has been posted, and if possible also send a copy by fax to 01603 593522 or by email to [hr@uea.ac.uk](mailto:hr@uea.ac.uk) in order that we receive these by the closing date.
- **Applicants for posts with a reference code beginning ALC must ensure they submit a covering letter and three paper copies of their curriculum vitae, or one copy if submitting the application by email, along with their completed application form.**

## **Equal Opportunities Monitoring Form**

Please note that an Equal Opportunities Monitoring Form must be completed and returned with ALL applications, whether submitted by post or by email. If submitted by email, the Equal Opportunities Monitoring Form must be sent as a separate document/attachment to the Application Form.

The Equal Opportunities Monitoring Form will be detached from the received application before short-listing takes place and will not form any part of either the short-listing or decision making process.

## **Referees**

In naming referees in your application, you are requested to give only those who can immediately be approached and one of these must be your current employer, or if not employed your most recent employer.

## **Interviews**

It is anticipated that interviews will take place early March and candidates who have not heard by mid-March should assume their application has been unsuccessful.

Successful shortlisted candidates may be notified of their interview times by telephone and/or e-mail and it is therefore essential you include both of these in your application.

**This document is available in alternative formats e.g. large print, disc and on-line. If you need this document in an alternative format please contact us on 01603 593034, fax 01603 593522, or email [hr@uea.ac.uk](mailto:hr@uea.ac.uk)**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Commercial Manager - Built Environment/Enterprise Centre</b>
<b>Grade:</b>	<b>8</b>
<b>School/Department:</b>	Adapt Low Carbon Group
<b>Responsible to:</b>	<b>Programme Manager, Built Environment</b>

**Job Function**

The Centre for the Built Environment is a virtual centre that draws upon a cluster of expertise within and outside UEA. The centre is responsible for delivery of ERDF outputs and for the generation of low carbon consultancy income for the Group. An experienced professional with a proven track record is required for the position of Commercial Manager.

**Key Responsibilities**

- To be the primary generator of commercial activity within the Built Environment Sector for the Group with specific reference to low carbon consultancy and allied sectors.
- To develop commercial relationships that will lead to: paying tenants for the NRP enterprise centre; consultancy and commercial income in the area of low carbon consultancy; other income streams as appropriate ranging for example from energy tariffs to carbon trading.
- Build income streams from new commercial clients, foster relationships and develop initiatives and strategy within the built environment sector.
- To understand and convey complex matters, e.g. interfacing the aims and commercial ideas of the Adapt Group, its commercial priorities and the Enterprise Centre with its demonstration priorities.
- To act as a knowledgeable interface between external organisation, the Group and UEA, engaging with senior business personnel.
- Manage relationships to build a portfolio of clients for the Enterprise Centre.
- To develop new and existing accounts with businesses, venture capitalists, local authorities and other clients in the built environment sector
- To undertake analysis e.g. assessing the feasibility of commercialisation projects and initiatives.
- To negotiate contracts with commercial clients.
- To be an advocate and ambassador for the Group at external customer meetings, to aid business development.

- To initiate and foster relationships with clients in order to form agreements and bring benefit to the institution.
- To assist with the delivery of product and sectoral development opportunities, maintaining an awareness of client needs.
- To actively review the products and services mix of the Group and work to maintain the Group's placement in the market and profitability.

### **Management**

- To provide leadership to colleagues in the built environment team and adhere to a focussed set of income generation objectives.
- Working alongside the team to manage projects and relationships with commercial clients and public.
- To manage budgets.
- To prioritise and monitor the work of more junior colleagues assisting on projects.

### **Other Duties**

- To undertake occasional travel within the UK and overseas to develop business opportunities.
- Such other duties as may be from time to time required by the Centre for the Built Environment Programme Manager.

### **Context**

The Centre of the Built Environment is a virtual centre that draws upon a cluster of expertise within and outside UEA that includes LCIC, InCrops, UEA Estates, BRE and Fraunhofer and other partners. The centre is responsible for delivery of the Axis 1 ERDF (Innovation) and the Axis 3 ERDF (demonstration) and for the generation of income through tenancies and low carbon consultancy.

## PERSON SPECIFICATION

<b>Title: Commercial Manager, Built Environment/Enterprise Centre</b> <b>Ref: ALC258</b> <b>Department: Adapt Group</b>		<b>Prepared by: John French</b>  <b>Date: December 2011</b>
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education, Experience and Achievements</b>	<ul style="list-style-type: none"> <li>• Degree level education or equivalent in environmental science, engineering or similar subject area.</li> <li>• Proven technical experience in the built environment and RIBA plan of work.</li> <li>• Proven experience in business development, sales and/or marketing.</li> <li>• Experience of negotiating and managing project-level contracts and budgets with commercial clients.</li> <li>• Experience working independently and as part of a team.</li> <li>• Experience of negotiating and prioritising workloads.</li> <li>• Flexible approach to work and travel.</li> <li>• Experience of delivering public/private funded projects.</li> <li>• Experience of client relationship management in a consultancy environment.</li> <li>• Experience of business development and market research activities.</li> <li>• Membership of relevant professional organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate degree in relevant area.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good investigative, analytical skills.</li> <li>• Demonstrable project management skills.</li> <li>• Excellent planning and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Code for Sustainable, BREEAM and/or PassivHaus assessments.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication skills in English.</li> <li>• Excellent presentation skills.</li> <li>• Good interpersonal skills.</li> <li>• Excellent report writing skills.</li> <li>• Proven IT skills.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to use own initiative to resolve problems.</li> <li>• Able to research, analyse and interpret scientific literature and technical information and determine appropriate actions and level of detail for task or clients requirements.</li> <li>• Able to work creatively to develop ideas for new projects and services.</li> <li>• Able to undertake high quality technical consultancy including spreadsheet modelling and feasibility assessments.</li> <li>• Excellent attention to detail.</li> <li>• Willingness to undertake further training where appropriate and apply acquired skills.</li> <li>• Able to prioritise own work effectively.</li> <li>• Willingness to take on new tasks.</li> <li>• Able to work individually and as part of a team to meet demanding deadlines.</li> </ul>	
<b>Special Circumstances</b>	<ul style="list-style-type: none"> <li>• Commitment to the goals of the Adapt Group.</li> <li>• Willingness to undertake occasional UK and international travel.</li> </ul>	