

APPENDIX D

Person Specification

Department: Clinical Research & Innovation Office	Job Title: Innovation Lead	Permanent		Weekly Hours: 37.5 12 months Fixed Term
		Fixed Term	X	
Location: Royal Hallamshire Hospital	AfC Band: AfC8a	Temporary		Maximum
		Bank		
Drawn up by: Dr Dipak Patel				

Shortlist Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Additional/Useful Where available, elements that contribute to improved/immediate performance in the job	Evidence obtained from: Presentation - P Interview - I Skills Assessment - S Application form - A
Qualifications (General education/further and professional)	Educated to Masters level or with equivalent post-graduate health-related research and innovation experience.		A
Experience (Previous/current work or any other relevant experience)	Understanding of intellectual property rights and of the value that can be assigned to IP		A, I
	Knowledge/experience in innovation process support, technology appraisal (functionality, USPs etc.), market opportunity assessment for novel products/services and at least basic aspects of intellectual property protection, management, and commercialisation		A, I
	Experience of leading operational activities in a specific area/functional unit and/or acting as a point of escalation		A, I
	Significant experience of developing high quality, customer focused services, contributing to their strategic direction		A, I
	Significant experience of working in partnership and building strong links with managers at all levels both within the organisation and with external partners, providing expert advice to inform decision making e.g. developing consortia for		A, I

	<p>funding bids, managing on-going R&D relationships on behalf of the Trust</p> <p>Experience of writing, reviewing and disseminating policies including IP and related commercial activities.</p> <p>Experience of working with colleagues to inform commercialisation sections of external funding proposals</p> <p>Significant experience of leading effectively in an environment of complex regulations and procedures (e.g. patents and intellectual property; confidentiality agreements and similar; funding guidance and contracts)</p> <p>Significant experience of providing expert advice and guidance to senior managers and internal/ external stakeholders to inform complex decision making</p> <p>Experience of carrying out a range of highly complex administration activities</p> <p>Experience of developing, organising, supporting and delivering events/ projects/training</p> <p>Experience of staff supervision/mentoring</p> <p>Management experience in the NHS, academic or commercial environment</p>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p>Further Training (Specialist/Management</p>	<p>Knowledge of innovation funding sources</p>		<p>A, I</p>

previous job training)	Proven highly effective organisational and planning skills		A, I
	Proficient in the use of Microsoft Office software, especially Word, Excel and Power Point		A, I
Special Skills/Aptitudes (Verbal, numerical, mechanical)	Experience of committee servicing, including note taking and follow up actions		A, I
	Highly motivated		I
	Highly organised, with the ability to develop long term strategic plans		A, I
	Ability to work independently		A, I
	Demonstrable attention to detail		A, I
	Excellent written communication skills		A, I, P
	Excellent interpersonal skills with highly effective persuasion and negotiation skills.		I
	Proven ability to develop effective working relationships with staff at all levels		A, I
	Proactive in fulfilling needs of researchers		A, I
Other Factors			

Signed: Dr Dipak Patel Date: _____

THIS FORM TO BE RETURNED TO THE HUMAN RESOURCES DEPARTMENT FOR MONITORING PURPOSES

We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce