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## THE POST

**College:** Engineering, Mathematics and Physical Sciences  
<http://emps.exeter.ac.uk>

**Post:** Commercial Manager  
Centre for Alternative Materials and Remanufacturing Technologies (CALMARE)

**Reference No:** P44615

**Grade:** F

**Reporting To:** Dr Oana Ghita (Principal Investigator)

This is a new full-time post available immediately until 31st March 2015. This is an ERDF funded post.

## JOB DESCRIPTION

### Background to the post:

The University of Exeter and its partners (SWMAS Ltd, Hambleside-Danelaw, British Plastics Federation and Anglo-American Vulcanized Fibre) have successfully secured ERDF match funding to establish a **C**entre for **AL**ternative **MA**terials and **RE**manufacturing Technologies (CALMARE).

Building upon the success of Exeter Advanced Technology (X-AT), an industrially-focused research model, CALMARE BTC (Business Technology Centre) will act as an innovative centre for remanufacture and management of in-house and clean end-of-life waste thermosets and thermoplastics composites and development of new alternative materials incorporating manufacturing waste. The mission of the Centre is to support South West SMEs across a wide range of manufacturing sectors (environmental technologies, advanced engineering, automotive, printing and packaging, food and drink, marine and aerospace) and through its expertise in production efficiency, recycling, remanufacture, sustainable materials and lean manufacturing with its engineering capabilities, to enable businesses to improve processes and capability and develop new products and services.

Set-up and run for the first two years with the financial support of the ERDF, its partners and the University, CALMARE is designed to become self-sustaining through the subsequent development of a portfolio of cutting-edge development projects.

### Main purpose of the post:

The Commercial Manager will be responsible for establishing the Centre and for ongoing management of centre staff and facilities, working the SME community and the academic staff to create a sustainable future beyond the life of the two years funding already secured, and ensuring CALMARE fulfils its aims and outcomes.

## **Main duties and accountabilities:**

The CALMARE Commercial Manager will have the following key responsibilities:

1. Establish and develop CALMARE to create a sustainable centre for the delivery of bespoke technological solutions to manage in-house and end-of-life waste (thermosets and thermoplastics composites).
2. Seek out, secure and manage commercial partnerships to deliver the CALMARE project, including managing bespoke industrial project work to deliver company-specific results.
3. Achieve deliverables set by the Strategic Management Board, manage information and contracts.
4. Achieve deliverables set by the funding bodies and manage information and contacts. The specific objectives of CALMARE include:
  - To provide targeted business support to enable SMEs to improve processes and capability, and develop new products and services as a direct result of working with CALMARE.
  - To help SMEs understand and identify their needs and the potential improvements/savings that can be made in relation to in-house and clean end of life waste, and subsequently what solutions/technologies are available to them within the Centre.
5. Ensure that project success is communicated appropriately with relevant partners and stakeholders.
6. Manage a small team, including three Business Technology specialists and an Administrator/Marketing Officer, to achieve project outputs.
7. Manage the day-to-day activities of the Centre, making sure that the extensive work-programme is followed.
8. Interface with the project industrial partners as appropriate to ensure that the industrialisation of developed solutions is implemented
9. Manage the interfacing of the CALMARE Centre with other external organisations as well as internally by being the primary senior contact point.
10. Identify future funding opportunities, working pro-actively with the lead researchers (X-AT) and X-AT Directors to ensure the future financial sustainability and commercial direction of the Centre.
11. Manage the start-up phase of the Centre in terms of staffing and facilities (including building refurbishments plans).
12. Develop a marketing and publicity strategy for the Centre with support from the the administrator marketing officer.
13. Regularly monitor and report to the Management Board on the progress for Business Assists, with specific reference to the Western Peninsula.
14. Develop a range of Research and Development programmes between businesses and the CALMARE research centre at UoE over the 2 year project, with a long term objective to establish a sustainable research and exploitation platform for the Centre in the South West.
15. Develop and maintain effective and collaborative networks to ensure Centre engagement with internal and external stakeholders such as University staff, SME's and funding bodies.
16. Managing various budgets with support from the College Finance Team.

**Person Specification**

The successful candidate will need to demonstrate:

Competency	Essential	Desirable
Qualifications	Qualified to PhD level in an Engineering discipline or have equivalent experience.	
Knowledge and Experience	<p>Demonstrable experience of working with a commercial engineering and/or manufacturing environment or within HE having strong links to such an environment.</p> <p>Proven management experience in a related working environment.</p> <p>A track record of management and development of project delivery teams and successfully managing strategic projects.</p> <p>Experience of delivering products and services to SMEs with a clearly developed understanding of the needs and limiting factors affecting the SME community.</p> <p>Demonstrable experience of influencing at a senior level with the ability to find practical solutions to a broad range of operational problems.</p> <p>Demonstrable experience of writing reports to senior management.</p> <p>Experience of establishing and agreeing clear team task objectives, determining priorities, reviewing progress and delivering within timescales.</p> <p>A proactive approach / commitment to providing excellent customer service and the ability to deal quickly with a range of complex and conflicting demands.</p>	<p>Experience of delivering ERDF funded projects</p> <p>Understanding of the management of in-house and end-of-life waste (specifically composites, thermosets and thermoplastics) and mitigation issues.</p>
Skills and attributes	<p>Sound financial management skills.</p> <p>Oral and written communication skills of the highest order and proven skills in dissemination of knowledge and expertise through a range of mechanisms to both internal and external audience.</p> <p>The management, leadership, entrepreneurial and communication skills to lead a complex team and develop collaborative networks.</p> <p>Excellent interpersonal skills with the ability to build constructive working relationships.</p>	

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Oana Ghita, Principal Investigator, e-mail [o.ghita@exeter.ac.uk](mailto:o.ghita@exeter.ac.uk) or telephone 01392 263667.

### **Additional Information Relating to the Post**

#### **Salary**

The starting salary will be from £32,267 up to £39,649 per annum on Grade F, depending on qualifications and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

#### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

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

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

#### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

#### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership.

The USS is a contracted-out scheme and with effect from 01/10/2011 will have two benefit section. To find out more about the structure of the scheme and which section is applicable for you please visit the USS web site at [www.uss.co.uk](http://www.uss.co.uk) and read the information for new entrants.

The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should

request an opt-out form by contacting the Pensions Office on extension 3088 (or email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)).

Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **31<sup>st</sup> May 2013**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at [www.exeter.ac.uk/jobs](http://www.exeter.ac.uk/jobs). Please quote reference number **P44615** in any correspondence.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.