

## PERSON SPECIFICATION

**POST TITLE:** Full-time Innovation Centre Manager  
Warwick Innovation Centre & The Venture Centre

**DEPARTMENT:** University of Warwick Science Park Ltd  
The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENT</b>	<b>MEASURED BY:</b> a) application form b) Test/Exercise c) Interview d) Presentation
Educated to Degree Level or equivalent	E	a)
Experience of properties and facilities management	D	a), c)
Experience of negotiating commercial leases and contracts	E	a), c)
Excellent communications skills – oral and written	E	a), c),d)
A good understanding of SMEs challenges and needs requirements	E	a), c),d)
Experience of budgeting/forecasting and meeting KPI's	E	a), c)
Demonstrate experience of effective team management	E	a), c)
Ability to develop relationships with wide range of contacts from tenants owners/directors, contractors, University colleagues, Councillors	E	a), c),d)
Sales and marketing experience	D	a), c)
Experience of compliance with Health and Safety policies including implementation of company policies and procedures	D	a), c)
Business development experience	E	a), c),d)
Project management skills	D	a), c)
Understanding of innovation processes and approaches for technology companies.	D	a), c), d)