

**UNIVERSITY OF WARWICK SCIENCE PARK LIMITED  
 PERSON SPECIFICATION**

**POST TITLE:** Head of Minerva BAN

**DEPARTMENT:** Business Support Service

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b>	<b>REQUIREMENT ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY: a) Application b) Interview c) Presentation</b>
Demonstrable personal resilience, able to handle ambiguity and complexity and with determination and drive to achieve the best possible results in the role, creating and exemplifying a positive attitude and culture.	D	a,b
Proven ability to think critically, providing clear analysis and diagnosis and able to convincingly describe and present a range of options quickly and within context.	E	a,b,c
Ability to decide on suitability of companies for Angel investment and if additional resources / specialists are required to assess the opportunities (to include the Investor network).	E	a,b
A thorough understanding of how small businesses operate (turnover from zero to £20m) and an understanding of the financial and innovation challenges faced by them.	E	a,b,c
Education to degree level or above.	D	a
Well-developed IT skills including the use of the Microsoft Office Suite.	E	a,b
Excellent organisational skills, including the ability to plan and prioritise work effectively.	E	a,b

Effective networking and partnership skills including an ability to influence and negotiate outcomes and new working relationships.	E	a,b
Strong communicator with good interpersonal skills including an ability to address and influence a wide range of people including: directors, business owners/ leaders, partners, HNI, entrepreneurs etc.	E	a,b,c
Ability to work outside normal hours on occasions.	D	a,b
Detailed knowledge of how financial instruments work.	D	a,b,c
Demonstrate the ability to develop, coach and mentor businesses to improve their Investment Readiness.	E	a,b
Operated niche people centric networks, preferably in the investment sector.	E	a,b