

POSITION DESCRIPTION

Position Title:	Manager, iLab
Organisation Unit:	Global Engagement & Entrepreneurship
Classification:	HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an [outstanding track-record](#) in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of \$11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The External Engagement Portfolio, led by the Deputy Vice-Chancellor (External Engagement), is responsible for the University's engagement activities and brings together various business units from across the University, including UQ Press, UQ Art Museum, Indigenous Engagement, Advancement, Future Students, Marketing and Communications and Global Engagement and Entrepreneurship. The portfolio works closely with the research and academic portfolios, particularly for all aspects of government, research and industry relations as well as the University's entrepreneurial and innovation activity.

The Global Engagement and Entrepreneurship (GE&E) Office is responsible for leading UQ's business development and engagement activities with UQ's current and potential partners. In particular, the division leads and oversees the implementation of the University's strategy to develop specific partnerships with universities, government, research and industry bodies, both in Australia and around the world. GE&E is responsible for overseeing the University's Global Strategy Framework, which includes management of UQ's international agreements and associated activities, sponsored student programs, outbound missions, international visits and high level engagement events.

The Office is also responsible for developing the UQ Entrepreneurship Strategy and manages the strategy implementation across the institution under the Ventures brand. Building entrepreneurship programs and events, fostering mentor and partner networks to support Ventures activities, and identifying student engagement opportunities are an important role of the office.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The position is responsible for overseeing the day-to-day management and ongoing development of UQ's accelerator and incubation programs, including the ilab Accelerator Program. The position will provide mentoring and support to teams, including preparation of program materials, host workshops and events, and liaison with mentor networks. Working closely with the Head, UQ Ventures and UQ Ventures' Entrepreneur-in-Residence, the Manager, ilab will support the development of strong partnerships across the entrepreneurship eco-system to support UQ startups.

Duties

Duties and responsibilities include, but are not limited to:

Strategy, Planning and Reporting

- Develop all necessary ilab program plans and reports as required by the Pro-Vice-Chancellor (Global Engagement and Entrepreneurship) and Head, UQ Ventures in line with the Entrepreneurship Strategy. Ensure all ilab activities and program outcomes are clearly reported including the timely update of requisite UQ Ventures entrepreneurship metrics.
- Continue to evolve and enhance the accelerator and incubator programs based on international best-practice, founder and stakeholder feedback and evolving UQ priorities. This includes the development of relevant proposals, program descriptions, budgets, establishment plans and promotion.
- Be GEE's expert point of reference in relation to all incubator and accelerator programs and services.

Manage UQ Ventures' ilab Accelerator and Incubation Programs

- Ensure the ilab programs are strongly supported through the development and management of a strong pipeline of high-quality applicant founders and startups
- Deliver the ilab Accelerator program in the current or future approved format.
 - Promote and deliver pre-program information sessions to generate strong interest of high-quality startup founders,
 - Manage a robust, effective and auditable programs application progress and bootcamp to select the UQ's best startups and founders for the Accelerator
 - Ensure key processes, tools, policies and documentation are developed to effectively on-board and manage new ilab program startups and founders.
 - Develop and resource schedule of content, mentoring, reporting systems including the scheduling of relevant mentors and experts to ensure ongoing support for clients of ilab's programs.
 - Ensure systems are in place to effectively capture key information from ilab's current and past clients for ongoing reporting.
 - All other activities necessary to deliver best-in-class accelerator program
- Work with the Head, UQ Ventures to engage and coordinate relevant Entrepreneurs-in-Residence to effectively support the ilab program founders and support the EiR with specific mentoring and leadership advice relevant to early stage and scaling startups.
- Ensure ilab startups are connected to the broader Ventures' network to assist them at appropriate times including other UQ units, specific advisors and investors.
- Deliver high quality events and outreach initiatives, including the ilab Accelerator Pitch Event, as indicated by strong support from the local startup ecosystem stakeholders and UQ community, high quality of startup founder pitches and speakers, and positive audience feedback.
- Provide day to day oversight and responsibility for the delivery of the UQ Ventures incubation programs to support post accelerator scaling startups in their journey to sustainable investment and initial revenues. This includes ensuring the smooth day to day operations of working spaces, negotiation of appropriate environments, managing revenues and expenses and development of governance and formal agreements with other UQ functions to ensure the provision of effective incubation environments in accordance with UQ policies.
- Management of ilab support staff.
- Support for other Ventures programs as required.

Engagement and Communication

- In coordination with Head, UQ Ventures, and the Ventures Community and Partner Coordinator, engage broadly with key stakeholders in the early stage / startup / scale-up eco-system including UQ, state and national government stakeholders, global higher-education institutional partners, key influencers in the local start-up ecosystem, mentors, investors (angel, seed and venture capital) and potential sponsors to ensure that Ventures ilab accelerator and incubator programs are recognised by, respond to and influence the dynamics of the local and global startup eco-system and the broader higher-education sector as appropriate to deliver UQ's Entrepreneurship Strategy.
- Ensure the successes of the ilab programs and participating startups are clearly communicated internally within UQ and more broadly with the startup ecosystem and higher-education environments.
- Work with GEE's broader support functions including GEE's Intelligence and Engagement function to deliver events, PR, marketing and event outcomes to reach ilab's key constituencies of potential clients, investors and stakeholders and to promote future program interest.
- Identify and manage partner relationships specific to the ilab programs where partners provide specific services and support to founder selected to the ilab programs. (Examples include AWS, Google, RCR Lawyers etc.)
- Continue to build and evolve UQ Ventures ilab alumni network as a differentiated attribute for UQ Ventures founders. Maintain contact with ilab program alumni to develop ongoing alumni founder community, and to track growth, investment, exits and other relevant information over time.

Financial Management

- Manage the ilab expenditures within the approved budget in coordination with the Pro-Vice-Chancellor (Global Engagement and Entrepreneurship) and Head, UQ Ventures.
- Ensure all expenditures on programs whether direct or by participants via grants are justified, recorded, auditable and accounted for.
- Identify and progress opportunities for securing financial support for Ventures startup and scaleup programs in partnership with the Pro-Vice-Chancellor (Global Engagement and Entrepreneurship) and Head, UQ Ventures, including through government grant programs, collaborations with Advancement and development of other commercial opportunities.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
 - the [University's Code of Conduct](#)
 - requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
 - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
 - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the Head, UQ Ventures, Global Engagement & Entrepreneurship. Other roles that report to the Head, UQ Ventures include Manager, UQ Ventures and Senior Manager, Entrepreneurship.

SELECTION CRITERIA

- A postgraduate degree in business, entrepreneurship, or innovation management and / or equivalent substantial commercial experience in a relevant area.
- Extensive experience and functional management in program development and delivery of accelerator, incubator and co-working programs and experience and understanding in evaluating early stage start-up propositions from technology, commercial, IP, founder and market perspective.
- A strong understanding of early stage founder challenges either as a previous startup founder, or in roles that have extensively supported startup founders, along with extensive industry experience to ensure the provision of high value advice to participants and to ensure Ventures' ilab programs are delivering optimal value to participants.
- Strong network of contacts and collaborations amongst local, national and global entrepreneurship eco-systems including startup founders, mentors and investors with demonstrated experience in developing networks, building relationships and operationalising partnerships that deliver high quality outcomes for UQ and the participating ilab program founders.
- Demonstrated leadership, communication and negotiation skills including the ability to liaise, negotiate and work with staff and stakeholders at all levels and excellent interpersonal, oral and written communication skills, accompanied by a demonstrated ability to prepare complex documentation, and communicate and facilitate with diverse groups within and external to higher education institutions.
- Excellent staff management, planning and organisational skills, including a demonstrated ability to multi- task, prioritise, establish work priorities, meet timelines, and manage multiple complex projects, programs and events simultaneously with exceptional attention to detail.
- Experience working with higher education institutions to deliver multi-disciplinary projects and programs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.