Royal Agricultural University

Closing date: 28/08/2023

Interview date: 15/09/2023

Head of Business Innovation and Growth

Professional Support Services

Candidate Information Pack – July 2023



A Welcome from the Vice-Chancellor



We have been developing leaders, entrepreneurs and innovators at the Royal Agricultural University ever since 1845. The RAU was established at a time of burgeoning industrialisation and great famine in Ireland when enlightened individuals, and members of agricultural societies, recognised that the transformation of UK agriculture – needed to increase food production – could only be achieved through education, and the application of science and innovation.

'Practice with Science' was the mantra of our founders as indeed it still is today - as we aim to equip a new generation of graduates to meet the most pressing challenges that face us in the world now – climate change, food security, sustainable land use, biodiversity loss, heritage management and so on.

We were ranked the top university in the UK for being a Learning Community in this year's National Student Survey, and 4th highest for Overall Student Satisfaction across all English universities. We were also graded in the 'Top Ten' English universities for both Academic Support and Organisation and Management and outperformed all 24 of the universities of the Russell Group.

This year's Research Excellence Framework outcome adjudged that more than half of our research is 'world-leading and international in quality'. We are the leading small specialist university for research in England.

We are also one of only six universities in the UK to be designated a "Centre of Excellence" by the Institute of Enterprise and Entrepreneurship (IOEE), and the only specialist university to be so.

If you would like to play a leading role in shaping the future development of the RAU and you share our passion and commitment to the land-based sector – to agriculture, food and the environment; real estate land management; rural business and entrepreneurship; cultural heritage and equine management and science– then we would be delighted to hear from you as a prospective member of our staff.

Thank you for your interest in the Royal Agricultural University.

Best wishes



Professor Peter McCaffery
Vice Chancellor

About the Royal Agricultural University

> The Royal Agricultural University has been at the forefront of agricultural education and a key contributor to the land-based sector for over 175 years.

Our heritage

The Royal Agricultural University (RAU), formerly the Royal Agricultural College, was the first agricultural college in the English-speaking world. The first 25 students were admitted in September 1845.

From its early days, the College was staffed with innovators and pioneers and made a considerable impact on farming practice and agricultural science. In 2013, the Privy Council awarded the College full University Status with Taught Degree Awarding Powers, in recognition of its long record in the provision of higher education.

The present

The RAU has some 1,200 students studying a range of subjects, including agriculture, animal science, business, environment, equine science, farm management, food, real estate and rural land management. Set on the edge of Cirencester in the beautiful Cotswold countryside, its small size provides an exceptional sense of community amongst students and staff, which supports, develops and encourages students from all backgrounds to achieve their ambitions.

The University motto is 'Arvorum Cultus Pecorumque', a quotation from Virgil's Georgics, meaning 'Caring for the Fields and the Beasts'. This maxim has been enduringly relevant for a University which, in every area of its activity, has worked to promote sustainable use of the land, safeguard the environment and animal welfare and the wellbeing of rural communities. The RAU prides itself on combining subject expertise with industry connectivity and an innovative, forward thinking, enterprising approach. This opens doors for students, and RAU graduates are well prepared for successful careers in their chosen field, whether that be leading innovation and change in industry, informing future land-based policy, or setting up their own businesses. rau.ac.uk



The future

Since 2016, the RAU has achieved significant progress against its strategic plan and has delivered transformation and change. The RAU has redefined its purpose as "to cultivate care for the land and all that depend on it".

Core elements of the strategy include:

- Growing and diversifying the student community by providing an outstanding student experience and excellent employment outcomes. Innovative programmes will be informed by the evolving needs of industry and designed for learners at all stages of life, delivered via traditional and online learning platforms.

- Establishing a Knowledge Hub that will help industry navigate change and uncertainty making it possible to tackle big challenges more effectively, thereby delivering societal benefit and impact. The Hub will provide a focus to catalyse farmer led innovation, act as an accelerator of rural enterprise and become a centre for thought leadership for development of evidence-based policy and strategic thinking.

- Becoming a sustainable, efficient organisation that can fund a continuing investment in its physical, digital and human infrastructure, ensuring a continually improving and excellent experience for students and staff.



- Partnering with land-based colleges and schools to extend and diversify the student community. The University will foster thriving linkages to a variety of localities and communities across the UK, thereby extending the reach of learning opportunities it offers and the impact of its research.

- Developing sustainable partnerships with industry and research-leading institutions to provide a wider perspective, ensuring that what it teaches is relevant, improves student employment outcomes and enables sustainability-oriented innovation.

- Building on existing and successful international partnerships, among which a prominent feature has been teaching partnerships with Chinese universities.

> "The RAU's mission is to equip a new generation to thrive through change"

Select highlights

The RAU has achieved significant progress against its strategic plan. Recent successes include:

- Ranked one of the UK's Top Ten Small or Specialist Universities. Whatuni Student Choice Awards, 2022.

- The first small, specialist HE institution to be named a Centre of Excellence by the Institute of Enterprise and Entrepreneurs in 2019 and re-approved for another three years in 2022. This highlights the emphasis the RAU places on entrepreneurship and innovation, vital skills required for the future workforce.

- Winning £5.8m of funding from The Office for Students (OfS) to build a new Land Laboratory Teaching Centre, which will provide an integrated, state-of-art, facility to train students in climate-smart, resilient agriculture and land management,

- Ranked first, among all UK universities, for being a Learning Community, and fourth among English universities for Overall Satisfaction, In the 2022 National Student Survey (NSS).

- More than half of the research we produce at the RAU has been assessed as 'world-leading and international in quality' in the latest round of the national Research Excellence Framework.

Further information on other initiatives and successes can be found here.



About the Business Development Team

The Business Development Team at the Royal Agricultural University is a newly established Team (March 2023) as part of the Commercial Services and Facilities Department. The Business Development Team brings together existing Teams in Business Innovation and Growth (Farm 491 and the Cirencester Growth Hub) and Professional Training, and seeks to grow capacity and expertise and establish Teams across International, Research and Knowledge Exchange. The Team also supports the University Laboratories and their development.

The Business Development Team is a key delivery agent of the RAU Strategy 2023-2028, and the three strategic goals of **Quality**, **Reach** and **Sustainability**; our work aligns directly with its objectives, Success Measures and Key Performance Indicators, many of which relate directly to the above areas, as well as Team members individually and collectively contributing to University Values.

The Business Development Team is fundamentally cross-cutting to the RAU, engaging with all aspects and Departments in the University as well as engaging in cross-RAU governance (committees and groups) and contributing to cross-University Projects (e.g. Innovation Village, RAU@Swindon). The Team has extensive external and stakeholder engagement activities and strives to be the professional face of the RAU, taking a leading role in manging our relationships and partnerships.

The Role

Job title:	Head of Business Innovation and Growth
Department:	Business Development Team, Commercial Services and Facilities Department
Responsible to:	Associate Director, Business Development
Location:	The Alliston Centre, Royal Agricultural University (RAU) Campus, Cirencester**,** Gloucestershire GL7 6JR
Salary:	Grade 10: £51,283- 64,913 per annum dependent on experience
Hours:	35 hours per week
Term:	Permanent





Relationships with: External: Businesses, external commercial partners/agencies, alumni, local and regional communities, AgriTech networks, Innovation Village Stakeholders

Internal: Commercial Services, Business Development and Academic staff; students

We have a number of different ways to work flexibly, so at your interview feel free to talk about what flexibility means to you. There are no guarantees, however, examples of how our employees already work flexibly include part-time, job share, hybrid-working and compressed hours.

Role Purpose

This is an exciting opportunity for a dynamic, driven individual to join the Royal Agricultural University at a time when innovation is core to the future activities of the University. Working in partnership with business and other stakeholders the Head of Business Innovation and Growth will bring ideas and experience to drive our future strategy to support business partners, developing new business models and innovative offerings to support the diverse and innovative food and agricultural sector in the UK and globally. The post holder is expected to strategically contribute to the RAU's most significant investment, Innovation Village alongside and based on the strengths of the existing foundations of Farm491 and the Cirencester Growth Hub, as well as contributing directly to our mission, vision and core strategic goals of **Quality**, **Reach** and **Sustainability** in our RAU Strategy 2023-2028.

The postholder is expected to build on their own experience and networks to deepen and broaden relationships with external groups across Government, business, the voluntary sector and civil society, bringing together the University's academics and researchers to lead, develop and deliver strategies at the international, national, regional and local levels relating to business support and innovation.

Farm491 is the Royal Agricultural University's incubator for start-up businesses innovating in the food and farming sectors. Running as a membership organisation, we have supported over 200 start-ups since 2018, helping them to raise over £35 million of investment and hire over 120 new roles. The types of companies they support ranges from robotic vegetable pickers, livestock tags and regenerative agriculture, through to vertical farming, cellular meat and ecological innovations.

Growth Hubs are part of a national programme originally overseen by the Government's Department for Business, Energy and Industrial Strategy. The Gloucestershire Growth Hub Network has expanded across the County to provide business support services to a wider range of Gloucestershire businesses. The Cirencester Growth Hub provides fully funded business support to Gloucestershire-based businesses (via UK Shared Prosperity Fund provided by Cotswold District Council) and also operates a membership model for any businesses requiring office space, hot-desking and meeting rooms.

This role is key in driving innovation and commercial sustainability of the Alliston Centre (Farm491 and the Cirencester Growth Hub) and will lead and inspire the respective Teams to ensure both businesses are creating innovative growth plans for the future and maximising financial performance by developing and delivering strategic plans, engaging with external stakeholders and

sourcing new opportunities. Cross-University collaboration is also required in this role, developing strong working relationships with a range of internal stakeholders to drive both business and academic engagement, and co-creating new opportunities.

Key Responsibilities

1. Lead, develop and implement an Alliston Centre Strategy to align with the strategic direction of the RAU's Strategy 2023-2028 and Innovation Village development, to meet challenging business innovation and growth targets and plans, including:

- Building an innovative and unique business support offering across Farm491, the Cirencester Growth Hub and developing plans for Innovation Village, through understanding business and sector needs and collaborating with colleagues internally;
- Ensuring Farm491 activities are at the forefront of the AgriTech community and the funding environment;
- Ensuring the Cirencester Growth Hub is at the forefront of local business support and has a clear path to business sustainability; and
- Strategically aligning and bringing together the synergies between Farm491 and the Cirencester Growth Hub where appropriate and creating operational and delivery efficiencies.

2. Lead, promote, and grow the activities of the Alliston Centre (Farm491 and the Cirencester Growth Hub) locally, regionally, nationally and internationally to develop their core strengths, new opportunities and generate inward investment into the County;

3. Initiate, develop and grow key strategic relationships and partnerships for Farm491 and the Cirencester Growth Hub to maximise business growth and identifying commercial and partnership opportunities, through interaction, engagement and networking with clients, projects, investors, local and regional communities, businesses, Government and sector specialists and stakeholders, engaging Team members as appropriate;

4. Assist in the development and implementation of county, regional and national strategies, including delivering RAU specific commitments and engaging in external committees and network groups such as the Gloucester Local Enterprise Partnership (GFirst LEP)'s Agri Food and Rural Business Group;

5. Lead and contribute to thought/sector leadership including attending and contributing to external events and conferences to develop the wider AgriTech agenda and to promote activities of the Alliston Centre;

6. Drive annual operational business planning for Farm491 and the Cirencester Growth Hub and business innovation activities, including oversight and management of budgets and identification of new funding opportunities;

7. Contribute to the development of the RAU's Innovation Village and it's delivery through both the Steering Group and engaging with external stakeholders, to establish partnerships and potential funding opportunities;

8. Develop and grow strategic and operational internal relationships across the wider University, including supporting academic activities relevant to the RAU's enterprise and innovation agenda and contributing towards research and consultancy projects, with a particular focus on those with commercial relevance, as well as playing a significant role in the Universities knowledge exchange activities and contribution to the Research England Knowledge Exchange Framework;

9. Lead, manage, and develop a multi-functional team fostering a culture of empowerment and innovation to achieve challenging targets and service excellence;

10. Work closely with the Associate Director, Business Development to link commercial and partnership activities within the Alliston Centre to any future opportunities for the Business Development Team and wider university as well as ensuring sharing of resources; and

11. Undertake other duties as required by the Associate Director of Business Development.

General Responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	**Essential** or **Desirable**	**Measured By** A) Application Form B) Interview
Education & Qualifications		
Educated to degree level or equivalent	E	A
At least two years' experience of running a business incubator or accelerator	E	A
Financial or budget management experience, training, or qualification	E	A
Experience		
Experience of business development, sourcing funding and multi-level relationship building	E	A,B
Experience of supporting and/or mentoring business start-ups/projects/business incubators and accelerators	E	A,B
Strategy development and business planning experience	E	A,B
Evidence of driving and supporting business improvements	E	A,B
Experience of being involved in research bids in collaboration with academic colleagues	E	A,B
Experience of working with international partners	D	A,B
Experience of working within an externally funded project or collaboration activity.	D	A,B
Commercial awareness and negotiating experience	E	A,B
Knowledge, Skills, and Abilities		
Demonstrable commitment to supporting food and farming innovations	E	A,B
Commitment to business growth for the future sustainability of the Alliston Centre	E	A,B

Ability to prioritise and plan accordingly, being able to react quickly and flexibility to unexpected circumstances	E	A,B
Ability to manage a team and develop and implement goals for the team	E	A,B
Very good IT skills	E	A,B

General Terms and Conditions of Employment

- This post is a full-time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 10 £51,283 - £64,913 per annum. The appointment is normally made at the minimum of the pay scale and is subject to meeting all pre-employment clearances and requirements of the Person Specification.
- All new employees undergo a period of 6 months' probation in accordance with the terms and conditions of employment confirmation of employment is dependent on the satisfactory completion of that probationary period.
- The nature of this post is such that it is expected that you will respond to the operational requirements of the University in order to fulfil your duties in a professional manner. You will be required to work such hours as are reasonably required to discharge your duties effectively and competently. The exact number of hours in any week will vary in accordance with institutional requirements, but will not be less than 35 hours a week.
- The University holiday year runs from January to December. The post carries an entitlement to 30 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.
- It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pensions and Auto Enrolment

If you meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme. The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by the RAU are:

AVIVA CATEGORY X - all eligible RAU employees (except teachers) are automatically enrolled

- 5% (minimum) contribution by employee and
- 3% contribution by RAU

AVIVA CATEGORY Y1 - RAU Group Pension Scheme (defined contribution) - employees are able to upgrade to this scheme before their 6-month probation.

- 6.5% (minimum) contribution by employee and
- 6.5% contribution by RAU
- life assurance is an additional benefit (two times annual salary)

Staff Benefits

We offer a range of Staff Benefits including a 35-hour working week, a generous 30 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, free and guaranteed parking on campus and free shuttle bus from campus to Cirencester town centre, discounted catering facilities, discounted onsite gym, free library services, employee assistance programme, occupational health and counselling services, cycle to work scheme and staff development opportunities.

Further details of the full range of staff benefits available can be found on our website

Application Procedure

If you are interested in applying for this role, please send:

- University Application Form together with the Equal Opportunities Monitoring Form available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Dr Esther Wilkinson - Associate Director, Business Development International, Research, Knowledge Exchange, Business Innovation & Growth, Executive Education & Professional Training; Esther.Wilkinson@rau.ac.uk
- **Closing date**: 28 August 2023 with **Interviews on:** 15 September 2023.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.

International applicants

Permanent or fixed-term positions

To take up an appointment at the Royal Agricultural University, applicants who are nationals of countries outside the UK and Republic of Ireland, and who do not have existing permission to work in the UK, need to get permission from UK Visas and Immigration (UKVI). Should you be successful in the selection process, the University will apply for a certificate of sponsorship that enables you to seek permission from the UKVI to take up our offer of employment. If you are from the EU, Switzerland, Norway, Iceland or Liechtenstein and have family already resident in the UK you may be eligible to apply under the EU settlement scheme.

Your success in applying for a certificate of sponsorship will rely on meeting certain criteria – for the most up to date list of these, as well as further information on working in the UK, please visit the UKVI website.

Please be aware that we have a legal responsibility to ensure that all employees are eligible to live and work in the UK. Should you be successful in your application we will need to see documentation confirming your entitlement before you take up your appointment.

General Data Protection Regulations: Applicant Privacy Notice

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be

retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view here.