Director of Research Translation (known internally as ‘Bridge Director’)

This is an exciting opportunity for a dynamic, enthusiastic and strategically minded professional to join the Hughes Hall team in this newly created role.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director of Research Translation</th>
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<tr>
<td>Department:</td>
<td>The Bridge</td>
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<td>Reporting to:</td>
<td>College Council, on behalf of the Governing Body</td>
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<td>Responsible for:</td>
<td>Research Translation Analyst(s); Bridge Manager</td>
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<td>Salary Range:</td>
<td>University of Cambridge Grade 10 (£53,691 to £62,218 for 37.5 hours per week)</td>
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<td>Temporary/Permanent</td>
<td>Permanent</td>
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<td>Working Pattern:</td>
<td>Flexible full-time or part-time up to 37.5 hours per week.</td>
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Hughes Hall is the oldest of the University of Cambridge’s six ‘graduate colleges’. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University. Our vision for Hughes Hall is to be a recognized leader in the University of Cambridge by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.

As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between Fellows and students is open and encouraged. Unlike most colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

ROLE SUMMARY

The Director of Research Translation (known internally as ‘Bridge Director’) will lead a new initiative, The Bridge, to be developed and housed within Hughes Hall, University of Cambridge, to support the application of academic research in non-academic settings of commerce, government and the voluntary sector. Translational activity goes by various names in different operational contexts, sometimes referred to as capacity building (social sciences) or acceleration (business and technology development). While there are many activities both within the University of Cambridge environment and outside it which provide elements of translation between research and its successful implementation in external settings, they are not always easy to engage or navigate. The Bridge is intended to offer a range of linking capabilities to make this connection and navigation easier, including:
support to help researchers build important relevant skills; the networking and matchmaking between researchers and external counterparties; mentoring of researchers; and partnering with, or providing fee-based workshop/consultancy support to, external parties.

The Director will have responsibility for establishing The Bridge, including detailed planning and budgeting, development of systems and processes for delivery, establishment of partnership relationships, selection and management of Bridge staff, and continuous expansion of The Bridge’s network of participants and contributors.

The Bridge offers the right person the opportunity to be on the cutting edge of research and its application in order to maximise its social or commercial value across a range of environments, including biomedical science, law, management, education, and physical and mathematical sciences. By helping great research from the University of Cambridge to make a difference in the world, the Bridge Director and the Bridge team will have the personal satisfaction of contributing to important social and commercial development. The Director will be a Fellow of Hughes Hall, participating as a college senior member with associated rights and privileges.

KEY RESPONSIBILITIES

As a new initiative, the Director’s responsibilities will begin with delivering The Bridge’s start-up requirements, but these responsibilities will evolve as launch and early development activities bed-in and mature. Work in Years 1 and 2 will be devoted to laying the groundwork for the future, trialling ideas, and getting all the pieces in place to make The Bridge viable. A key Year 1 output should be a ‘white paper’ on how to develop The Bridge, with a detailed implementation plan, including governance, management, key performance indicators, milestones, timings and budget, which can be shared with University and key partners. Responsibilities of the Director, utilising Bridge Analyst, Bridge Administrator and college volunteer resources to achieve this, are:

- **Setting up The Bridge office**
  - Recruit Analyst(s), Bridge Administrator
  - Engage college volunteers (Fellows and other senior members) and organize their participation
  - Establish The Bridge Office.

- **Engaging with College members to identify needs and potential trials**
  - Promote and communicate the Bridge to College, University and external stake-holders
  - Develop a skills repository of the senior membership and determine how each person would like to participate and contribute to Bridge development and operation
  - Understand the needs of researchers at different stages of their careers and help identify gaps and opportunities for support
  - Identify priority individuals or groups to work within the trial phase
  - Work with existing Hughes Hall study centres to assess whether they are suitable pilots for The Bridge.

- **Recruit new Fellows and senior members and create internships for students**
  - Support Fellowships Committee in defining clearer roles for City Fellows and leading the search for them
  - Identify gaps in our senior membership to support The Bridge
Develop attractive internship opportunities for Hughes Hall students and recent alumni.

- **Researching potential partners**
  - Develop the Cambridge ‘Ecosystem Map’ to identify all relevant linkages/relationships in the categories of skills, pathways and resource Partners across the University and beyond
  - Identify and prioritise potential external parties of interest in the five Hughes Hall focus areas
  - Develop contact plans and initiate engagement with partners and external parties.

- **Developing ‘What Works’ case studies**
  - Identify researchers who have achieved notable success in translation from ‘bench’ to external application
  - Develop templates for capturing activities and successes of existing cases and forthcoming Bridge cases.

- **Starting to engage potential partners**
  - Initiate/manage possible collaboration with other organisations with deep translation focus
  - Offer ‘free trial’ opportunities to external parties to work with The Bridge to test out approaches and ideas
  - Hold ‘Seeing is Believing’ engagement event to generate interest/participation.

- **Piloting initial Bridge activities**
  - Develop marketing campaign to reach researchers to make them aware of what The Bridge is offering
  - Pilot skill building core modules for researchers with partners
  - Develop and initiate trial connection strategies for the initial researchers.

Years 3-4 will offer the opportunity to bed-in the findings from the trial activities, case study developments and other work during the first year of operation and then to expand rapidly, extending activities, partnerships and outputs. Additional responsibilities could include:

- **Developing an apprenticeship programme** for taking advantage of government funding
- **Developing menu of membership options and pricing/rate cards** for broking and consulting services, plus relationship MOUs/contracts
- **Further extending communication vehicles** and services (webinars, web-accessible content)
- **Developing ‘translation lab’ capability** for experimental approaches with consulting and other partners
- **Developing more extensive plans for college physical resources** to support The Bridge and present to possible funders
- **Leveraging Bridge activities and results in student recruitment and engagement, including communications** (website, other); engage students directly in Bridge activities
- **Developing learning relationships with other universities doing ‘translation’**.
PERSON SPECIFICATION

Required

- ‘Presence’ and maturity; comfortable dealing with senior levels of various types of organisations; convincing as a thought partner
- Strategic perspective and ability to develop and work to high-level vision
- Outstanding verbal and written communication skills, including listening and the design and delivery of presentations to groups
- Sensitivity to the need to build consensus amongst the academic community
- Comfortable in a start-up environment with a ‘test and learn’ approach to development
- Experience of/at ease in technical settings outside own sphere of educational/work experience (ability to connect productively with experts on a wide range of topics, including hard sciences, social sciences and humanities)
- Experience developing and delivering project management plans
- Experience in developing budgets and implementation plans, with KPIs and reporting
- Excellent team leadership and motivation capability
- Intellectual curiosity and enjoyment of exploring new ideas and their potential
- Networking experience and skills
- Personal resilience and persistence
- Good bachelor’s degree minimum; further post-graduate education preferred.

Desirable

- Experience working with academics and researchers
- Experience working in environments that fund or utilise university-based research in their operations
- Experience in a management consulting environment
- Systems/process focused
- Experience of influencing or developing systems
- Experience in design/development of databases
- Experience or knowledge related to intellectual property.

Screening Check Requirements
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Application Process
To submit an application for this vacancy, please complete the job application form and include a covering letter outlining your reasons for applying for the role. Please also complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. The closing date for applications is Monday 23rd October at 9am. Interviews will be held at Hughes Hall, Cambridge week beginning 6th November.

For an informal discussion about the post, please contact the President, Dr Anthony Freeling on president@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.