



## **Technology Translator - Job Description**

**Job Title:** Technology Translator

**Reporting to:** Knowledge Transfer Manager

**Overall Objectives:** ESP Central Ltd exists to create opportunities for innovation to happen. We help our members to solve problems, often by bringing together people who don't usually meet. This is an opportunity with lots of development potential to build networks of contacts, and working with them in multiple ways; desktop research, events, facilitation.

### **Specific Responsibilities:**

#### **Reporting to the line manager to:**

- Liaise with senior individuals in industry, providing them with technical and scientific information and supporting them in finding innovative solutions.
- Identify and facilitate appropriate funding processes.
- Identify and recruit new members to the KTN.
- Play a supporting role in the ESP Central Ltd activities and develop business opportunities.
- Identify the needs of the commercial sector; facilitating discussions to develop innovative solutions.
- Work with KTN members to source appropriate funds; maintaining a good knowledge of these sources.
- Identify and recruit new members from industry in the areas of research, manufacturing and consumption.
- Liaise with key players in industry and build a good business rapport.
- Deliver excellent technical expertise in the field of photonics and other related issues.
- Work with the Technology Strategy Board to make them aware of recent development in ESP Central Ltd and ensure this informs their decision making

### **Financial Management**

- To ensure that all projects are forecast on and reported on in line with ESP Central Ltd systems
- To ensure that ESP Central Ltd and your Line Manager receive all the appropriate financial information promptly and accurately.
- To ensure that all financial information is completed in a timely, accurate and efficient fashion and in line with company procedures.
- To ensure that all budgets are adhered to, unless exceptional circumstances persist.

### **Additional Responsibilities**

- To attend all location management meetings as required.
- To attend team meetings and company meetings in the absence of the Line Manager.
- To take responsibility for contributing towards your own development with the guidance of the Line Manager, attending training courses as identified.
- To show commitment to company values in all aspects of your role.
- To act as a positive ambassador for the business.
- To attend to any reasonable request made by the customer or Management team.



### **Person specification**

This is a high profile role, requiring someone who is enthusiastic, self starting, motivated and flexible.

- Displays technical credibility in the relevant fields, with a great interest in new developments and solutions
- Needs to adapt quickly to new projects both, technically but also in the type of work carried out:
  - Our technical sectors cover everything in electronics, sensors and photonics and we want to reach out to other sector based KTNs.
  - Our tasks involve desk based studies, project management, networking, events organisation (at least part of it), marketing, coming up with ideas to improve UK innovation and produce documents to advise Government to form a strategy, form links to public sector bodies.
- Demonstrates commercial awareness
- Strong self motivation
- Ability to work off own initiative
- Manage own workload
- Ability to make things happen
- Team player, displays integrity, with a positive outlook and attitude to work
- Project management skills
- Good communicator
- Good computer skills
- Sources appropriate opportunities for media coverage to promote ESP Central Ltd and its activities as widely as possible
- Ideally some industrial experience in product development to understand how companies think and what is involved in developing products

### **Interpersonal skills**

- Can communicate effectively with people at all levels of organisations, universities and industry
- Can communicate in a credible, engaging manner
- Strong relationship building skills to promote ESP Central Ltd
- Confident presenter, comfortable presenting to individuals, small or large groups, with the ability to adapt presenting style to suit the audience
- Ability to write effective reports, articles and marketing materials as necessary
- Employs effective facilitation skills at meetings, using a wide range of techniques to ensure all aspects of problems are investigated
- Good listener
- Effective influencer
- Easily adaptable

If this full time position might be of interest, please forwards a copy of your CV to [anna.field@espkn.org](mailto:anna.field@espkn.org) with an accompanying letter to explain why you might be suitable for this position, and why you would want to work for ESP Central Ltd.

Salary: in the range of £30,000 - £40,000 dependent on experience.

**Please quote ESPTDIR0212 when applying for this position.**

*No agencies please.*