

ROLE DESCRIPTION: Social Impact Advisor

May 2022

A BIT ABOUT US

Knowledge is most powerful when it translates into a force for change and growth – and that’s exactly what we do at Wellington UniVentures.

Wellington UniVentures is a subsidiary company of Te Herenga Waka—Victoria University of Wellington (THW—VUW) and we are responsible for creating new for-profit and social enterprises from University research.

Building on our purpose to **lift lives everywhere with knowledge**, Wellington UniVentures works with our University innovators to shape their research into initiatives that create impact. We do this by connecting them with partners, industry and investors to enable the growth and development of their idea or invention.

With time, development and Wellington UniVentures’ support, these ideas can become life changing initiatives focused on solving problems and building stronger societies.

The ideas start here in Wellington and we take them to the world.

You can find out more about Wellington UniVentures and the work we do at www.wellingtonuniventures.nz.

Vision

To be the acknowledged leader in taking Wellington’s knowledge to the world.

Purpose

Hīkina i te kura huna- To lift lives everywhere through knowledge.

What we stand for

 PEOPLE POWER Manu Houhare	 CONTAGIOUS ENERGY Manawa Titi	 EXPANSIVE THINKING Whakaaro Arorangi	 TRUE GRIT Manawa Taniwha
<p>We come together with our people, our researchers and stakeholders to support each other, share ideas and create impact.</p> <p>DIVERSIFY Seek out a diverse set of perspectives and ideas to enhance our way of thinking and doing.</p> <p>UNITE Come together as one team, to build lasting relationships through mutual respect.</p> <p>CARE Emphasise people over projects, acting with integrity in all your interactions.</p>	<p>We come together with energy in everything we do... and that’s catchy.</p> <p>CONNECT Connect and share ideas, knowledge and experiences with each other and our collaborators.</p> <p>COLLABORATE Create a collaborative environment that drives energy and enthusiasm for what we do.</p> <p>CELEBRATE Recognise, acknowledge and celebrate our collective achievements.</p>	<p>We think big and reimagine what is possible.</p> <p>INNOVATE Be curious and look to problem solve to devise new offerings and internal strategies.</p> <p>DISCOVER Stay relevant, knowledgeable, and open.</p> <p>ADAPT Look for the endless possibilities in every idea to reimagine what is possible.</p>	<p>We persevere to achieve the best outcome, showing agility and bravery in the face of uncertainty.</p> <p>TENACIOUS Dig deep, persevere, and stay strong in the face of adversity.</p> <p>COURAGEOUS Challenge the status quo, try new things and learn from your experiences.</p> <p>PATIENT Be constructive in the face of disagreement and work patiently to find a win-win outcome in a timeframe suitable to specific projects.</p>



ABOUT THIS ROLE

Your role as a Social Impact Advisor is to support the development of financially sustainable and impact focussed enterprises that result from the research conducted by Te Herenga Waka—Victoria University of Wellington. This includes supporting and managing a portfolio of projects in our Social and Creative team pipeline.

It is expected that you will focus on the commercialisation of intellectual property or innovative enterprise ideas resulting from research within the social and creative areas, including education, law, government and business, humanities, social sciences and creative fields. This also may include other research areas that have a social enterprise aspect.

ROLE DELIVERABLES

The Social Impact Advisor plays an important role for Wellington UniVentures. You'll be involved across the whole research commercialisation process. Key responsibilities include:

Innovative enterprise ideas and the commercialisation process:

- Evaluation of ideas, innovations and inventions arising from academic staff and postgraduates within the Social and Creative areas (including education, law, government and business, humanities, social sciences and creative fields) and assessment of the scope for development into collaborative projects, licensing agreements or business ventures/social enterprises. Actively filtering out projects that have limited scope for commercialisation and/or do not fit Wellington UniVentures' desired investment profile or mandate.
- Developing and presenting business plans to the Head of Social and Creative.
- Developing and pitching funding proposals to external funders such as KiwiNet (Pre Seed Accelerator Funding) and contribute to the identification of suitable investors into social and creative opportunities.
- Working with the Wellington UniVentures team and the Head of Social and Creative to encourage and oversee the formation of spinout companies, licensing agreements or business ventures/social enterprises, including coordination of VUW's engagement with, and interest in, spinout companies.
- Where feasible, directing university research in such a way as to maximise its commercial value and/or to shorten the timeline for potential commercialisation.
- Work collaboratively with the University's Research team, Wellington UniVentures' IP Manager and legal advisors to ensure the protection of intellectual property.
- Utilising the information management systems and processes established at Wellington UniVentures (Foundation IP, Sharepoint, project management systems etc)
- Contribute to the reporting of project outcomes and progress to funding bodies as required (e.g. KiwiNet, VC investors, licensees).



Educating and Inspiring:

- Educating and inspiring academics and postgraduate students about the social outcomes of commercialising innovation with the advice and support of Wellington UniVentures' Social and Creative programme activities. In addition, developing their understanding of the personal and professional opportunities associated with the commercialisation process.
- Building and maintaining a sound knowledge of the core capabilities and areas of expertise within the academic research fields at VUW, specifically within the Social and Creative areas.
- Proactively developing relationships with industry and the Māori and Pasifika Economies within education, law, government and business, humanities, social sciences and creative fields.
- Follow international trends in social enterprise development in the areas of education, law, humanities, social sciences, creative, business and government fields. Identify opportunities to align or collaborate for the benefit of Wellington UniVentures or specific projects by participating in, learning from and contributing to local, regional and national commercialisation initiatives in these fields.

THE DETAILS

The following specific employment conditions are attached to this role:

	Wellington UniVentures Individual Employment Conditions
Tenure	Permanent
Hours	40 hours per week
Standard holiday provisions	4 weeks' annual leave
University holidays	5 days



WHO YOU'LL BE WORKING WITH

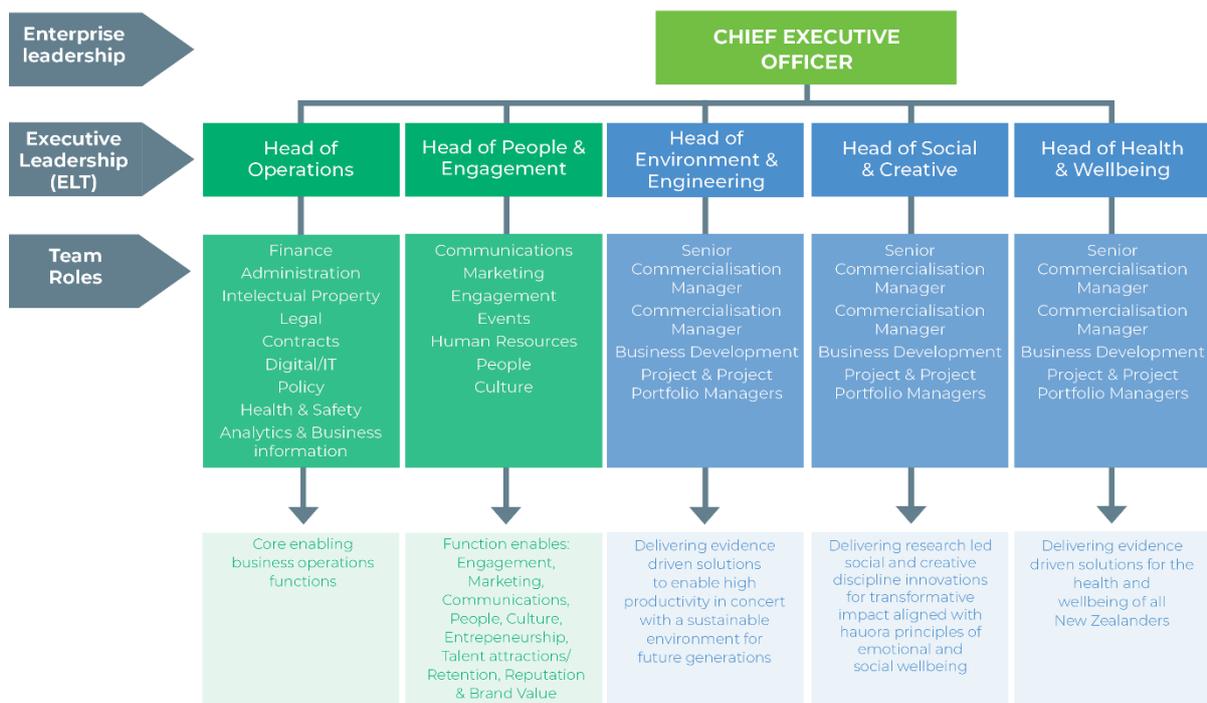
This role reports to: **Head of Social and Creative**

Relationships are critical to this role, and the Social Impact Advisor will need to build and maintain strong working relationships with:

- The wider Wellington UniVentures team, particularly the Wellington UniVentures' CEO, Commercialisation Managers, IP Manager, Contract and Portfolio Manager, Analysts and Interns.
- Te Herenga Waka—Victoria University of Wellington's innovative researchers and their teams and faculty within the schools of education, law, government and business, humanities and social sciences.
- THW-VUW Research Office staff.
- Key industry and investment partners supporting specific initiatives.



Wellington UniVentures | Functional Structure



How this role fits at Wellington UniVentures:

Our Social & Creative team is one of three specialist teams that focus on building both a pipeline of research innovations and opportunities for impact creation, as well as external contract relationships to deliver research impact outcomes. The three specialised teams are supported by two cross functional enterprise teams – the Operations team (covering finance, administration, IP management, contracts management, analysts and business information management) and the Marketing and Engagement team (covering marketing, communications and HR).



The three specialist teams are:

Social and Creative: Research-led social and creative discipline innovations for transformative impact aligned with hauora principles of emotional and social wellbeing

Includes all activities related to education and educational psychology, business, law, civic engagement and public sector best-practice, the creative fields and digital creative research, linguistics and the wider social sciences disciplines. This team will also include Wellington UniVentures' internal social enterprise expertise, and will support the other specialist teams, and the CEO with their social enterprise initiatives as they arise.

Health and Wellbeing: Evidence-driven solutions for the health and wellbeing of all New Zealanders

Includes all activities related to human and animal health, drawing innovations and solutions that span from biotechnology and digital health innovations, to evidence-based public health and mental well-being research findings, frameworks and products.

Environment and Engineering: Evidence-driven solutions to enable high productivity in concert with a sustainable environment for future generations

Includes all activities related to climate change, carbon zero and future energy security goals, ecosystem and ecological diversification and species management, sustainable housing and future lived environments, productivity and high-value sustainable manufacturing, digital infrastructure, smart cities and cyber security. This sector includes products and systems that support the physical sciences, design, engineering and building disciplines. Industrial design is included as it applies to the energy and environment team activities, noting that there is a strong cross over from this discipline to the other functions.

Within each specialised team there are four role types that support delivery of the team activities and goals:

- **Senior Commercialisation Managers:** these are our lead commercialisation and innovation managers, responsible for management of key internal customer relationships, commercial deal negotiation and management of a suite of innovation projects including securing external funding for projects.
- **Commercialisation Managers/ Social Impact Advisor:** manage innovation projects, some internal relationships and contribute to invention disclosure assessment and analysis where required.
- **Business Development Managers:** responsible for development, management and conversion of CRC opportunities.
- **Project and Project Portfolio Manager:** responsible for supporting the team with project portfolio management, resource allocation, project and portfolio performance reporting for the team and project management support for the other roles.



There are some areas of overlap between the disciplines covered by each team, and the team leaders are expected to manage those overlaps productively and actively seek collaborative cross-disciplinary opportunities.

A BIT ABOUT YOU

To succeed in this role, you'll have the following key competencies:

- **Customer Focus:** You believe in the importance of customer service. You listen to and understand the needs of managerial and external customers, and you meet and exceed those need to ensure satisfaction.
- **Commercial Acumen:** You have a sound knowledge and understanding of commercial and environmental matters that impact on our business. You have an understanding of emerging directions and challenges as well as trends and issues. You focus on new business opportunities and activities beneficial to Wellington UniVentures and have the ability to achieve successful outcomes in a cost-effective manner.
- **Self-Management:** You effectively plan and organise work to achieve desired outcomes, taking personal responsibility for making things happen. You remain focused and take action to overcome obstacles and follow through to completion.
- **Professionalism:** You generate confidence in others through professional and ethical behaviour. You are open, honest and consistent in behaviour and can be relied upon. You set high standards of performance for yourself and others.
- **Teamwork:** You show a genuine intention to work co-operatively with others in a team setting, to achieve results and team goals.
- **Relationship Building:** You build and maintain positive working relationships, demonstrating empathy and respect for the work of researchers and the social impact they would like to create, and networks useful to achieving the objectives of Wellington UniVentures.
- **Innovation:** You think in terms of opportunities and possibilities, generating new and creative ideas to improve the status quo.
- **Analysis & Judgement:** You identify and analyse issues and problems, making rational, realistic and sound decisions based on consideration of the facts and alternatives available. You are able to digest large amounts of information and distil commercial and social benefits from research. You can commit to a course of action.

Education, Experience & Knowledge

Our perfect person will have some or all of the education, experience and knowledge listed below:

- Graduate qualification in a relevant area of study (for example education, law, government and business, humanities, social sciences).
- Previous experience in the development and/or management of a social enterprise.
- Demonstrated working knowledge of government, creative, social or education sectors.
- Industry experience in education, government, creative, community development, or social enterprise related sectors.



- Demonstrated ability to manage consultants and contractors.
- Demonstrated ability to understand of social and environmental impact and the development of a financially sustainable business model.
- Demonstrated ability to maintain effective relationships with stakeholders, both internally and externally.
- Demonstrated experience in a role that requires well developed negotiation skills.
- Working with and an understanding of contract documentation.
- Good knowledge of techniques for planning, monitoring and controlling programmes.
- Demonstrated ability to use technology to work effectively and efficiently e.g. Microsoft Word, Excel and Outlook.

How do I apply?

If this role sounds like you and you're interested in joining a collaborative and impact focussed team, please apply now with a cover letter and your CV – we'd love to hear from you right away!

Send your cover letter and CV to our People & Culture Manager Sara Gerhart at:

E: sara.gerhart@wellingtonuniventures.nz

T: 029 020 13136

Applications for this role close on Tuesday 24 May at 5PM.

