



DC (Doctoral College) Doctoral Innovation Consultants (DInC)

REQ210294

The Doctoral College (DC)

Doctoral Innovation Consultants (DInC) will be employed by the Doctoral College, supported by Santander scholarship funding*, and will work with LU Inc as part of a DInC team to provide support to LU Inc start-up businesses.

*The conditions of the Santander funding stipulate that this opportunity is open to Loughborough PGRs with UK fee status only.

Job Purpose

This is an exciting opportunity for UK* doctoral researchers, currently in R2 or R3 stages of their PhD, to become DC 'Doctoral Innovation Consultants', working as part of a small team to support start-up businesses based in the University's business incubator, [LU Inc](#). Doctoral Consultants will gain experience of working in a consulting capacity for commercial enterprises, with support and training from the LU Inc. team.

Working with LU Inc start-up businesses on real challenges, the DC Doctoral Innovation Consultants will develop their commercial awareness, team working, problem solving, time management and customer focus skills. It is the intention that this unique opportunity will be a positive addition to their CV, enhancing their business networking skills and future employability, whether in academia or industry. The scheme further provides postgraduate research students with the opportunity to better understand the challenges faced by start-up companies and to spot potential real-world impacts and commercial applications which could emerge from their postgraduate research and training.

The intention is that for the majority of the 3 months, the DInC team will be based in a designated Covid-secure space within the LU Inc facility. However, depending on government restrictions at that time, the initial induction and training sessions may need to be delivered remotely.

Candidates should be current doctoral research students in active registration and will be required to commit to up to an average of 6 hours a week for a fixed term period of three months.

There will be a selection process whereby candidates will be required to outline why they are a suitable candidate and to provide a written endorsement from their Doctoral supervisory team, confirming that they permit the candidate to take part in the scheme.

Role and Responsibilities

DC Doctoral Consultants will work as part of a small team to support start-up businesses based in the University's business incubator, [LU Inc.](#)

Key responsibilities include:

- To work effectively with the other Doctoral consultants in the LU Inc team to provide a consulting service for a small number (up to 3) of start-up businesses from LU Inc.
- To work with the team to deliver on the start-up business challenges, meeting defined milestones according to agreed deadlines. This support could include, but is not limited to, completing market research, strategic or financial planning or stakeholder mapping for business 'clients'.
- To participate in LU Inc induction and training sessions (up to 4 over the 3 months period).
- To abide by agreed confidentiality terms stated in a signed non-disclosure agreement.
- To support the Doctoral College in capturing the learnings from this scheme, including writing a brief report on experiences and skills developed that can be shared with the scheme sponsor, Santander.
- Doctoral Consultants may be asked to support other relevant Doctoral College Business and Enterprise activities and or business events, as opportunities arise.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Stages of assessment are as follows:

1. Expression of Interest Form
2. Test
3. Interview

Area	Essential	Desirable	Stage
Experience	Research project management and on time delivery	Basic understanding of and interest in commercial challenges of businesses	1,3
	Stakeholder / Customer management	Experience of working with external partners	1,2,3
Skills	Excellent organisational skills		1,3
	Excellent interpersonal skills and the ability to develop effective working relationships with peers and project stakeholders		1,3
	Excellent customer focus with the ability to listen and understand requirements		
	Excellent communication skills with the ability to tailor information to suit the relevant target audience		
	A team player who can take instruction and work with others to achieve a common goal		1,3
	A creative problem solver who can adapt experience and skills to different areas		1,3

	Excellent time management: reliable and punctual		1,3
Training	A willingness to undertake further training, as required		1,3
Qualifications	Currently a doctoral researcher (PhD/EngD) at Loughborough University in R2 or R3 (but not R3 extension)		1,3
PGR Fee status	UK fee status		1

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures

Conditions of Service

The position is **part-time** (6 hours per week) and **fixed-term** for 3 months. Salary will be on Administrative Services Grade 5 (£25,217 - £30,046 per annum pro-rata) at starting salary to be confirmed on offer of appointment.

The appointment will be subject to the university's normal Terms and Conditions of Employment for Grade 1-5 staff, details of which can be found [here](#).

The university is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>