

COMMERCIALISATION ADMINISTRATOR

Research and Innovation

Services

SC5031

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Sir Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Joita Dey, Head of Intellectual Property and Commercialisation via joita.dey@uea.ac.uk.

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



THE ROLE

Role Purpose

To provide high quality, flexible administrative support to the Commercialisation team to ensure that the potential of UEA's intellectual property is realised and generates benefits to UEA, the economy and society. To facilitate this the postholder will assist with training, marketing and the monitoring and administration of commercialisation projects and grant funding applications internally and externally.

The postholder will be a first point of contact for enquiries from both internal and external stakeholders, responding appropriately and where necessary liaising with others within the Commercialisation team.

The postholder will support the commercialisation team through diary and events management, drafting documents and reports, monitoring financial data and reporting.

The post holder will process a range of incoming and outgoing communications and documents under the supervision of the Managers and Officers. The post holder will ensure that all details and documents received are correctly recorded on the University's systems and ensure payments, and invoices are paid timely and correctly.

The role will include responding to internal queries and queries from external organisations. The individual will also be responsible for ensuring the data captures about the Commercialisation projects is accurate and up to date.

Common sense, discretion and respect for confidentiality are essential requirements of the role.

KEY RESPONSIBILITIES

- Provide a first line response to academic staff and external callers with queries about commercialisation opportunities and disclosures referring more complex queries to the Commercialisation Manager – Agritech.
- Manage diaries, arrange meetings, appointments and travel arrangements, liaising and prioritising as appropriate.
- Organising and running events and visits both on and off campus.
- To liaise with a wide range of internal and external stakeholders (e.g. Associate Deans, Heads of Schools, academics, Partners on the Norwich Research Park and strategic project collaborators as appropriate) on meeting arrangements, events and enquiries.
- Monitoring and advising on budgets for ongoing projects and relationships providing financial updates and forecasts and forewarning of any unexpected changes.
- Raising requisitions and purchase orders and processing invoices and expense claims for commercialisation activities, as appropriate.
- Providing advice on UEA purchasing and procurement processes to enable efficient set up and running of projects for which the commercialisation team are the RIN lead.
- Liaising with academics and Faculty finance offices to resolve financial queries.
- Maintaining accurate records and generating reports in the Universities finance system, UERP.
- Assist the commercialisation team in the preparation and submission of applications, tenders and business plans to a range of funders and partners including preparing costings for inclusion.

THE ROLE (CONTINUED)

- Producing management information as required, using the range of available systems, on a periodic and/or ad hoc basis.
- Support the commercialisation team in researching appropriate routes for promoting opportunities to work with UEA and identifying potential businesses, organisations and funders of particular relevance to UEA's expertise.
- Develop systems to record, collate, maintain and analyse information on present and past projects / relationships to identify trends and shape future priorities.
- Provide a high level of secretarial support, including editorial and presentational work on documents, preparation of papers, maintaining physical and electronic files and taking accurate minutes of meetings.
- Assist the Commercialisation team and Communication, Marketing and Events Officers in the preparation of internal and external marketing material (e.g. providing information for brochures, press articles, leaflets and websites and drafting presentations for internal and external audiences).
- Responsible for updating content of RIN external facing pages of UEA website.
- Managing records and data relating to commercial opportunities on internal electronic systems including logging details of projects; monitoring completeness of project information and supplementing this where appropriate; generating notification of projects; monitoring progress against deadlines for invoices, payments and project completion; undertaking basic searches and reporting. Setting up the relevant alarms to ensure that deadlines are met.
- Assisting in the delivery of training.
- Providing general administrative support to the Commercialisation team as required including servicing relevant internal and external committees. Producing reports and presentations for meetings, committees and executives.
- Supporting with end of year financial procedures, preparing journals and accruals.
- Processing expenses claims forms associated with innovation projects.
- Liaising with external service providers with regards to estimates of costs, payment of invoices and other administration matters as directed by the Head of Commercialisation.
- Monitoring spending, liaising with procurement and updating Managers regarding budget.
- Adept at communicating by a variety of methods with parties inside the University and external, including service providers and partner universities.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Two A-levels and five GCSEs at grades A-C (including mathematics and English), or equivalent qualifications or experience (E)
- Proven recent experience of working in a busy clerical or administrative role (E)
- Evidence of good customer relations and dealing appropriately with enquiries from internal and external contacts (E)
- Experience of liaising with others to effectively achieve deadlines, independently or as part of a team (E)
- Experience of minute taking at strategic / board level meetings (E)
- Experience of assisting with the coordination of office activities and systems (E)
- Evidence of working with office procedures to maintain accurate records, files and data (E)
- Proven experience working with financial data (E)
- Experience of working with agreements and making minor amendments to terms (E)
- Experience of tracking the progress of processes and coordinating with others to

achieve deadlines (E)

- Work experience in a higher education or enterprise environment (D)
- Work experience in a research or impact environment (D)

SKILLS AND KNOWLEDGE

- Ability to establish rapport, form good working relationships and communicate effectively with people at all levels both internally and externally (E)
- Good IT skills including competent use of MS Office packages (E)
- Excellent oral, written and interpersonal and communication skills with ability to deal face-to-face, via telephone and email with individuals from a variety of backgrounds, cultures and nationalities (E)
- The ability to produce grammatically accurate emails, letters and other documents (E)
- Demonstrable numeracy / financial skills and the aptitude to learn more (E)
- Ability to generate accurate data/ information from IT systems (E)
- Attention to detail and excellent organisation

skills (E)

- Has familiarity with and demonstrates use of Microsoft Access or equivalent (D)
- Has familiarity with and demonstrates use of UEA systems (including UERP, SITS) (D)
- Ability to generate accurate data / information from database record systems (D)

PERSONAL ATTRIBUTES

- Accuracy and attention to detail (E)
- Ability to maintain confidentiality and a high level of discretion (E)
- Self-motivated to work independently without close supervision, using own initiative to resolve simple problems (E)
- Ability to learn quickly and willingness to undertake further training and learn new IT and other skills (E)
- Ability to organise and to prioritise work and meet deadlines (E)
- Have a genuine interest in enabling UEA expertise to connect to outside organisations (D)

THE PERSON (CONTINUED)

SPECIAL CIRCUMSTANCES

- A flexible approach to working hours and tasks may be required at periods of peak activity or for events held outside main working hours (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available from 21 September 2026 on a part-time (0.6 FTE) basis for a fixed term period until 31 May 2028.

Salary will be £26,707 to £30,378 per annum pro rata on Grade 5 on the single salary spine.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

This vacancy is not eligible for sponsorship. The successful candidate must hold or obtain permission to work in the UK, which would allow them to take up this post.

The post is superannuable under the Group Personal Pension and there is an annual leave entitlement of 20 days plus statutory (8 days) and customary (6 days) holidays, pro rata for part-time. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk>

The closing date for this role is 11:59pm on **1 September 2026**.

It is anticipated that interviews will take place on **25 September 2026** and we will inform you of the outcome of your application prior to this date.

Candidates should note that travel and incidental expenses incurred in attending an in-person interview will not be reimbursed.

ABOUT THE DIVISION

The Research and Innovation Division (RIN) is responsible for supporting and managing the administration for all research, training and consultancy grant applications and awards and other similar externally-funded grant opportunities.

Research and Innovation Services support the lifecycle of research and innovation activity by:

- Advising and supporting academics in their research and innovation activities
- Supporting research integrity
- Investigating research misconduct
- Managing relationships with a range of funders, partners and organisations
- Supporting the work of the University's Research and Innovation Executives
- Co-ordinating REF and HEIF submissions and associated activity
- Providing management information to support research and innovation
- Managing UEA's Current Research Information System (Pure)
- Linking with external organisations in support of RIN/UEA activity





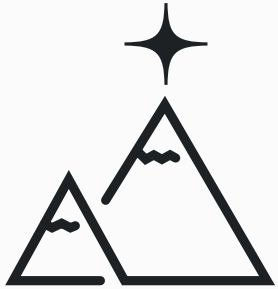
OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Sir Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Sir Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the 'three pillars' of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and 'eco' products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on X [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office) and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930s parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover.

Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked 26th in the UK (Complete University Guide 2026) and is in the UK Top 25 for research quality (Times Higher Education Rankings 2026) reflecting the international excellence of its research environment. We are in the World Top 60 (QS World Rankings for Sustainability 2025) and the World Top 9th for reduced inequalities (Times Higher Education Impact Rankings 2026). The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we hold an Athena SWAN Silver Institutional Award (since 2019) in recognition of our advancement towards gender equality for all. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

