

NOTES

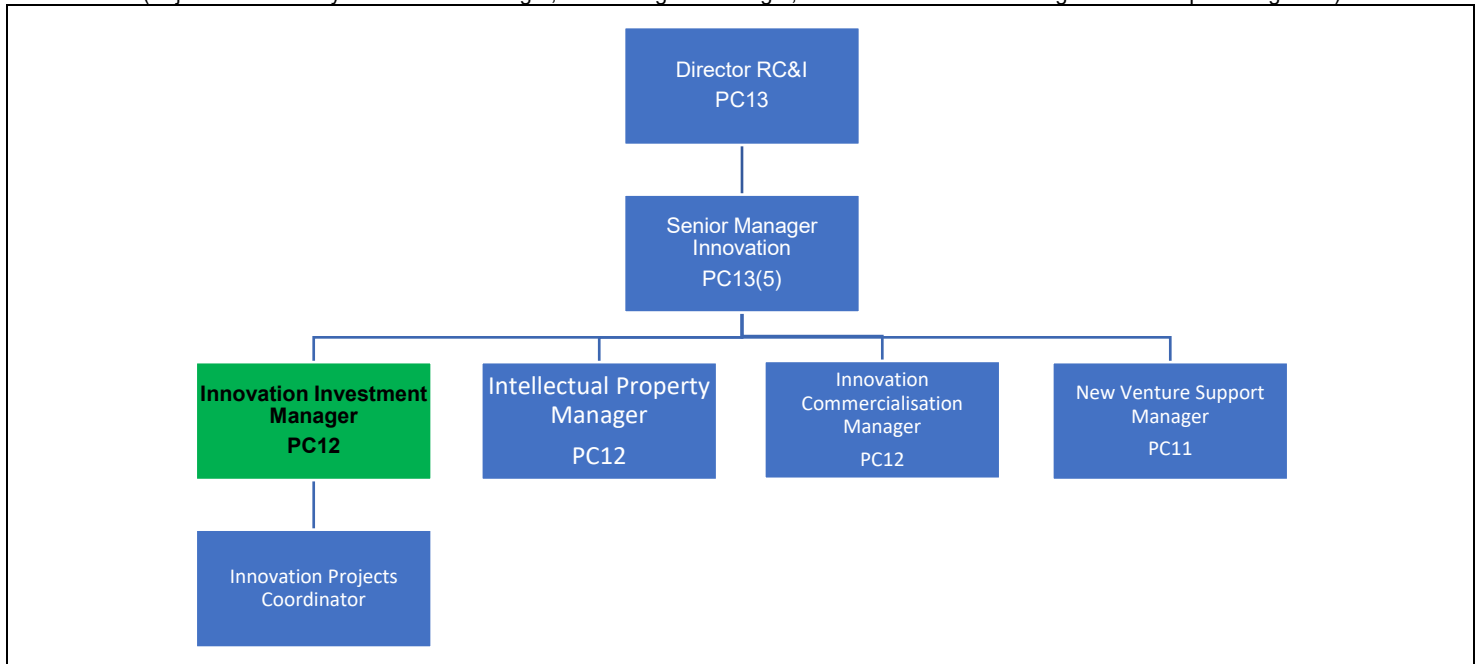
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Innovation Investment Manager (was Innovation Funds Manager)		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC12	Date last graded (if known)	December 2019
Academic faculty / PASS department	Research Contracts & Innovation Department		
Academic department / PASS unit			
Division / section			
Date of compilation	May 2019, amended November 2019, post renamed May 2021, line management of Innovation Projects Coordinator Sep 2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to manage the various funds that are directed towards innovation

The appointee will work closely with the Innovation Support team (Senior Manager Innovation, IP Manager and Innovation Commercialisation Managers) to design investment strategies and execute them to further mature and develop UCT innovations through the various Technology Readiness Levels. The Innovations Fund Manager will also monitor risk post investment and take responsibility for driving remedial action and will line manage the Innovation Projects Coordinator.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Fund Management	45	<ul style="list-style-type: none"> • Manage the PreSeed and Seed funding, the Evergreen Fund and be key contact point for the University Technology Fund and other external investment funds. • Serve as the secretariat where necessary • Manage funding calls • Manage preparation and pre-screen applications and co-ordinate their submission/review as appropriate to the different funding sources. • Ensure that applications are routed to appropriate review panels / committees decide on the award or rejection. • Participate in due diligence activities with the Innovation Services team. • Schedule, prepare the agenda for and service (minutes, distribution of documents) the Investment Advisory Committee (i.e. Private Equity Advisory Group, (PAG)) meetings and the Intellectual Property Advisory Committee (IPAC) meetings. Prepare and provide “dashboard” status summaries for such meetings. • Issue award letters to successful applicants and manage funding tranches. • Write investment overviews for presentation to the funding decision committees. • Interact with external fund stakeholders to ensure compliance of activities where required • Review SAP funds and provide a summary of status and returns that have accrued on a monthly basis. • Maintain records of investments 	<ul style="list-style-type: none"> • Strong pipeline of applications at all levels of funding. • Applications to the Evergreen Fund are processed efficiently – pre-screened, submitted to IPAC, supported through PAG and detailed due diligence where necessary. • Agenda pack sent one week prior to all funding / IPAC meeting. • Knowledge of investments to date and returns readily available. Fund reconciliation done at least monthly and balances available for IPAC and PAG meetings. • Reports circulated covering the status of current investments. • Action items from investments are acted on timeously and appropriate solutions sought, with particular attention to ‘red flags’.

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
2	External Innovation Funding and Fundraising	10	<ul style="list-style-type: none"> • Sourcing and preparing applications for innovation funding, e.g. from the Technology Innovation Agency, Wellcome Trust, Innovate UK, etc. with some input from others in the Innovation Services team. • Seek appropriate funding sources to progress UCT innovations – these may be local or international. • Prepare applications for other fundraising, or joint funding initiatives with the Evergreen Fund, • Ensure reporting requirements are complied with when working with other funding opportunities. • Investigate 12J and other types of initiatives to attract alumni and other forms of external investment in UCT innovations. 	<ul style="list-style-type: none"> • High quality, comprehensive funding applications submitted that meet the funder's mandate and objectives of UCT innovation • Funding raised for UCT Innovation with the Innovation Service Team. • Reporting requirements to other funders and stakeholders are met. • New funding initiatives developed to support UCT innovations and technology commercialisation. • International partnerships established to tap into foreign funding opportunities to move UCT innovations forward.
3	Project Management	15	<ul style="list-style-type: none"> • Post investment monitoring of funded projects and ensure timeous compliance with reporting requirements and deadlines. • Ensure that milestones have been met before the next tranche of funding is released. • Advisory, guidance and troubleshooting to overcome hurdles on funded projects to aid PIs to ensure delivery of tasks on brief, budget and time. 	<ul style="list-style-type: none"> • Well managed projects and project reports. • Compliant against funder requirements
4	Reporting	10	<ul style="list-style-type: none"> • Produce reports on various funds' performance as appropriate, but at least on an annual basis. • Write case studies and news articles that exemplify success stories for specific funding • Financial and aggregated performance reporting to funders and selection committee's, RC&I and wider stakeholders (includes material for web news and annual reporting). • Determine the return on investment that is achieved. 	<ul style="list-style-type: none"> • RC&I, UCT (e.g. IPAC & PAG) informed of investment status. • Success stories promoted in the internal / external media.

5	Risk and Compliance Monitoring	15	<ul style="list-style-type: none"> • The Innovation Funds Manager (IFM) will establish appropriate reporting for the level of investment, which may include a combination of periodic reporting by the investee, visits and meetings to gain sufficient insight into the manner in which investments are being managed by the recipient and how initiatives are progressing. Multi-million rand investment in Spin-Off companies should receive significant attention. • The IFM should analyse the information received and consider the risk posed by any deviations or issues noted and look to personally remedy the situation and/or escalate the issue to the relevant stakeholders and propose measures that could be taken. Such issues may include: the absence or unavailability of a key resource; technical challenges; inadequate cashflow; failure to deliver milestones, etc. Action should be taken to minimize the loss to the “fund”. • As part of the monitoring, compliance should also be evaluated. This may include legal, financial or regulatory compliance. 	<ul style="list-style-type: none"> • Losses to funds minimized.
6	Line Management: Innovation Projects Coordinator	5	<ul style="list-style-type: none"> • Provide full line management of the Innovation Projects Coordinator (IPC) • Manage and develop the performance of the IPC to ensure that funding calls are managed timeously and effectively, well-advertised and that application queries and feedback are handled tactfully and efficiently. • Identify suitable training opportunities to develop the staff member • Supervise the quality of service provided by the IPC to the broader Innovation team and leaders of funded projects • Critically review the schedules (e.g. funding award and allocation of tranches) that are maintained by the ICM to ensure that they are accurate and complete, at least on a monthly basis. • Review and edit reports and minutes prior to submission to the Senior Manager: Innovation, or Steering / Investment Committees 	<ul style="list-style-type: none"> • Objective setting and performance management executed. • Provision of support and guidance. • Growth of Innovation Projects Coordinator in their role.

MINIMUM REQUIREMENTS

Minimum qualifications	BComm degree or an NQF 7 level qualification in Life, Health, Physical Science, Engineering (or equivalent).			
Minimum experience (type and years)	8 years' experience in a new product development / innovation funding environment. Demonstrated project management (including financial budgeting and controls and associated reporting).			
Skills	Report writing, excellent verbal and written skills (English), Good financial acumen and business experience if not in possession of an appropriate business qualification and related experience. understanding of technology development, start-up company support and commercialization of "deep" technology. Fund raising experience, team work			
Knowledge	Business experience, or an appropriate business qualification.			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Teamwork/ collaboration	3
	Building interpersonal relationships	3	Planning and organizing	3
	Communication	3	Professional knowledge and skill	3
	Resource Management	3	Client service & support	3

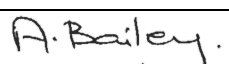

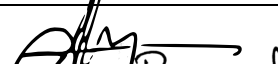

SCOPE OF RESPONSIBILITY

Functions responsible for	Management of internal innovation funds.
Amount and kind of supervision received	Largely self-directed, monthly meetings, committee and steering committee support and guidance.
Amount and kind of supervision exercised	Monitoring the performance of funded spin-off companies as well as projects.
Decisions which can be made	Project management interventions to ensure that goals are met. Sources of funding to be pursued.
Decisions which must be referred	Reallocation of funding. Award of funding. Project support planning and strategy with Innovation Support team.

CONTACTS AND RELATIONSHIPS

Internal to UCT	RC&I team members and applicants (inventors) for innovation funding as well as the IP Advisory Committee (IPAC) and Private Equity Advisory Group (PAG)
External to UCT	Stakeholders, funders, alumni, donors.

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Line Manager	Dr Andrew Bailey		021 650 2425	17.09.2024
HOD	Piet Barnard		021 650 3865	17/9/24
DVC	Prof Jeff Murugan			28/10/24
HR Practitioner	Barbara Jacobs			29/10/2024