

Role profile

Job Title:	Head of Invention Fellowships & Translation
Department:	Programmes
Reports to:	Associate Director, Research
Responsible for:	Senior Programme Managers and their teams

Overall Aim

At the Royal Academy of Engineering, we are creating and leading a community of outstanding experts and innovators to engineer better lives. The Research and Invention Fellowship (RIF) product develop leaders through long-term fellowships and accelerate inventions and innovation for societal benefit at scale. These fellowships cover all career stages, enabling industry-academic collaborations and translation of research. The RIF product is owned by the Associate Director and is overseen by two Heads of Service and their teams: Head of Research Fellowship & Partnerships and Head of Invention Fellowships & Translation. The Heads of Service will work closely with our Associate Director to support the delivery of the RIF product.

The Head of Invention Fellowships & Translation will provide leadership and oversight for two leading innovation programmes within the RIF product: Chairs in Emerging Technologies (CiET) and Green Future Fellowships (GFF). These 10-year fellowships support outstanding engineers and researchers to develop and apply technologies with the potential for significant societal, economic, and environmental impact.

The postholder oversees the Academy's invention-to-impact programmes, ensuring effective design, delivery and governance while upholding commitments to equity, diversity and inclusion (EDI) and the Academy's grant principles. They will drive innovative approaches to research and innovation funding and delivery, including multidisciplinary and interdisciplinary activity, non-financial support, and engagement with private investment and alternative funding mechanisms within an appropriate risk framework.

Key Responsibilities

Leadership and strategy

- Provide strategic leadership for the Chairs in Emerging Technologies (CiET) and Green Future Fellowships (GFF) programmes, ensuring they remain relevant to user needs, in line with our grant principles, and are delivered to high-quality and aligned to organisational priorities. CiET is a grant programme while GFF provides both grants and convertible loans and is funded from a £150m endowment.
- Contribute to departmental planning and decision-making, providing expert insight on programme performance, risk and future development.
- Act as a visible and credible lead for these programmes, championing best practice in programme delivery, inclusion and collaboration.
- Work collaboratively with the Head of Research Fellowships & Partnerships and actively support the Associate Director in the strategic oversight and development of the wider RIF product.

- Work closely with Head of Enterprise and Head of Platform to ensure coherence and alignment of these Fellowships with the Academy's wider entrepreneurship programmes, where appropriate, supporting a joined-up offer for awardees and contributing to the delivery of shared objectives.
- Proactively identify, develop and lead areas of cross-departmental collaboration for greater impact against Academy strategic objectives and effective use of organisational capability.

Programme Management/Programme Oversight

- Lead the Chairs in Emerging Technologies and Green Future Fellowship programmes, ensuring delivery to agreed objectives, timelines, budgets and quality standards.
- Support the Associate Director in developing the Research and Invention Fellowship product to ensure proven delivery, repeatability, scalability, system-level impact and user-centred design.
- Maintain oversight of a portfolio of awards for GFF that will be grow to c. £150m over the next four years and for CiET, c. £98m that will grow over the next four years, ensuring effective financial planning, monitoring and forecasting, and timely response to emerging financial risks or pressures.
- In collaboration with Heads of Research Fellowships & Partnerships and Grant Processes & Operations, drive efficiency across the RIF product by streamlining processes, maximising value for money and ensuring resources are deployed proportionately to risk and impact.
- Work collaboratively with Head of Grant Processes & Operations to ensure programmes comply with funder requirements, charitable objectives and relevant legal and regulatory obligations, maintaining appropriate documentation and audit trails.
- Work collaboratively with Monitoring & Evaluation colleagues to contribute to a robust evidence base demonstrating programme impact.

Stakeholder management

- Build and maintain excellent relationships with key stakeholders including Academy Fellows, relevant government departments, innovation agencies, accelerators and business support organisations.
- Represent the Academy externally as appropriate in relation to the programmes, supporting their profile and reputation.
- Develop strong relationships with organisations that support and empower underrepresented groups such as WES and AFBE-UK to raise the profile of the Academy's research programmes.
- Collaborate with internal teams across policy, communications, education, and EDI to provide coordinated delivery and robust support for awardees.

Line and team management responsibility

- Line management of two Senior Programme staff, setting clear objectives and empowering them to be able to deliver effectively against these, alongside supporting their personal and career development goals.
- Model and champion Academy's values to build a positive, inclusive and high-performing team culture.
- Ensure capacity and workload across the wider research team are effectively planned and managed, in collaboration with the Head of Research Fellowship & Partnerships.

Risk Management

- Identify, assess, and prioritise risks to the organisation, to include development and implementation of risk mitigation strategies and action plans.

- Work with Finance Director and Senior Colleagues to oversee the different funding mechanisms of the GFF programme.
- Work with Head of Compliance and Head of Grant Processes and Operations to ensure that the evolving requirements of our funders are reflected in programme operations.
- Manage financial and operational compliance of Programme delivery, working with appropriate sub-Committees and the Programmes Committee, as required.

Maintaining Core Compliance Standards

- Ensure that all programme activity adheres to relevant legislation and organisational policies, including GDPR and information security requirements.
- Maintain high standards in data handling, award management, reporting and record-keeping.
- Produce high-quality management information to support oversight, decision-making and continuous improvement.
- Support organisational responsibilities such as Freedom of Information and Subject Access Requests, as required.

Other (if applicable)

- Deputise for the Associate Director, Research, as required
- Other duties as deemed reasonable and appropriate

Key Results

- Chairs in Emerging Technologies and Green Future Fellowships programmes are delivered that meet user needs, are of high quality and are delivered on time and within budget, as part of an overall effective Research and Invention Fellowship product.
- Implementation of innovative approaches to research and innovation funding and delivery, including multidisciplinary and interdisciplinary research, non-financial support, private investment and opportunities arising from increased long-term funding stability.
- A skilled, motivated and well-led team with clear development pathways.
- Robust evidence demonstrating the impact of the Academy's research fellowship and partnership schemes and contribution to organisational priorities.
- Positive stakeholder feedback and strengthened external relationships.

Please also be aware of and follow the Royal Academy of Engineering policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Royal Academy of Engineering reserves the right to amend this role profile as necessary, after consultation with the postholder, to reflect changes in or to the job.

Role Experience, Knowledge and Skills Profile

Job title: Head of Invention Fellowships & Translation

	Essential	Desirable
Experience & qualifications	<ul style="list-style-type: none"> Substantial experience in delivering successful translational research funding programmes. A strong record of management at a strategic level. Demonstrable significant experience of line managing staff. Experience of managing multi-year budgets. Experience working in science, engineering, technology or innovation environment. 	<ul style="list-style-type: none"> Research experience gained during a PhD (or equivalent experience). Experience of managing charity and/or government research funding and or/ externally funded or endowed programmes. Experience in evaluations and procurement processes.
Knowledge	<ul style="list-style-type: none"> A broad understanding of the organisation of engineering, technology and innovation within the UK. Knowledge of the UK higher education and research system. 	<ul style="list-style-type: none"> Knowledge of best practice in grant management. Knowledge of the wider innovation and entrepreneurship ecosystem and relevant funding mechanisms Knowledge of monitoring, evaluation and learning applied to research and innovation funding. Knowledge of social impact investments
Skills	<ul style="list-style-type: none"> Outstanding people manager with track record of growing and nurturing talented and diverse teams. Excellent communication and interpersonal skills. A highly competent, impactful and confident leader with a high level of emotional intelligence. Systematic and methodical, with strong organisational skills. Well-honed judgement and analytical skills. 	
Personal style and behaviour	<ul style="list-style-type: none"> Personal commitment to the values, vision and objectives of the Academy. Very strong personal integrity and commitment to upholding the highest professional standards. Resilient, with a positive attitude and the ability to manage competing priorities. Diplomatic and flexible. Values collaboration and diversity. 	
Values & Other requirements	<ul style="list-style-type: none"> Evidenced commitment to equity, diversity and inclusion. Commitment to quality, customer service and best practice in all aspects of the Academy's operations. 	