

# Brief for Candidates

Chief Executive (part-time)

---

---

3M | BUCKLEY  
INNOVATION  
CENTRE

# Welcome

---

Dear Candidate,

Thank you for your interest in becoming Chief Executive of the 3M Buckley Innovation Centre (3M BIC).

The award-winning 3M BIC is widely recognised as one of the UK's leading centres for business growth and technological advancement. For over a decade, it has been a trailblazer, offering cutting-edge facilities and expertise to drive innovation, foster collaboration and support business success. Its pioneering approach has served as a blueprint for subsequent innovation centres across the country.

Our state-of-the-art facilities include advanced technologies for product development, office and lab spaces and flexible meeting, conference and co-working spaces. Designed to accelerate growth and innovation, the 3M BIC attracts businesses ranging from ambitious start-ups to established SMEs, creating a vibrant and supportive community.

With Sue Cooke retiring after six years at the helm, we are now seeking a visionary successor to lead the 3M BIC into its next chapter. This is an exciting opportunity to shape the future of one of the UK's leading innovation centres and continue its mission to drive growth and economic regeneration.

We are looking for an inspirational leader with a proven track record in business development, ideally with SMEs, and experience in forging strategic partnerships across industry, academia and government. A hands-on, adaptable approach, combined with a passion for regional growth and innovation, will be key to your success.

This is a particularly exciting time to join us, as we tackle some of the most pressing challenges faced by SMEs today and prepare to launch a new Health and Wellbeing Innovation Centre on the University of Huddersfield's new National Health Innovation Campus.

If you believe you have the vision, skills, and qualities to lead this exceptional organisation, we look forward to hearing from you.

**Professor Andrew Ball**  
**Chair of the Board**

# About Us

---

The 3M Buckley Innovation Centre (3M BIC), located in Huddersfield, is one of the UK's first ever innovation hubs. Originally a £12m redevelopment of a former textile mill, the 3M BIC was designed to bridge the gap between academia and industry, giving businesses - particularly SMEs - access to cutting-edge technologies, research expertise and commercial opportunities.

Officially opened in 2013, the 3M BIC is a wholly owned subsidiary of the University of Huddersfield and has earned national recognition, appearing in government reports such as the Wilson Review and Witty Review. It has also won numerous awards, including a National Technology Award, the Times Higher Education Award for Entrepreneurial University of the Year and a Queen's Award for Enterprise Promotion.

The 3M BIC is the trading name of the Huddersfield Enterprise and Innovation Centre Ltd. It has its own Board of directors and whilst it benefits from many shared services with the University, it runs commercially with a separate team of 12 staff that foster a supportive, customer-focused community.

Named after Sir George Buckley, an alumnus of the University and its current Chancellor, the 3M BIC fosters innovation and business growth through its flexible office and lab spaces, advanced technologies and strong collaborative ecosystem. Millions have been invested in 3D printers, X-Ray and microscopy equipment over the years.

The National Physical Laboratory (NPL) was the Centre's first business, setting up its North of England Hub at the 3M BIC in 2012. It has supported hundreds of businesses from a wide range of sectors and has seen many of its current and former tenant businesses break into global markets and spin out to larger premises.

The Centre has also spearheaded groundbreaking initiatives, such as the Kirklees Top 100 and Wakefield Top 100 Companies lists and the Huddersfield Health Innovation Partnership, an ecosystem linking NHS, academia and industry to drive health innovation.

Looking ahead, the 3M BIC is getting ready for the launch of the upcoming Health and Wellbeing Innovation Centre, opening in 2025 as part of the University's National Health Innovation Campus. For 2024-2025, our focus will be to further strengthen the ecosystem through the Huddersfield Health Innovation Partnership while implementing strategic plans to launch the new centre and ensure its long-term success.

Find out more about the 3M BIC [here](#).

Find out more about the Huddersfield Health Innovation Partnership [here](#).

# Role Description

---

## Role title: Chief Executive

Responsible to: Chair of the Board

Responsible for: a team of twelve

## Role Purpose

To lead the 3M Buckley Innovation Centre (3M BIC) - promoting the centre as a hub for innovation and enterprise in the region and nationally to support business growth, economic regeneration and to maximise university relationships with industry and external partners.

The CEO will report to the 3M BIC Board of Directors and will be responsible for the sustained growth and strategic direction of the Centre including the opening of the new Health and Wellbeing Innovation Centre at the University's new National Health Innovation Campus in 2026.

## Main Responsibilities of the Role

Develop and deliver the longer-term strategy of the 3M BIC aligned to the ambitions of key University stakeholders, and in response to our clients and external opportunities. The strategy should be underpinned by annual business plans and budgets with clear success measures, developed in collaboration with employees and agreed with the Board.

Lead, inspire and support the development of the 3M BIC team. The reputation and long-term sustainability of 3M BIC is driven by the ability of our team to deliver customer satisfaction and innovative work. The Chief Executive is responsible for cultivating a positive culture, having a clear vision, leading and motivating the team, supporting the development of our staff and ensuring that employees are engaged and equipped to do their jobs well.

Maximise the impact that 3M BIC can make on the innovation ecosystem and client organisations. The successful candidate must be able to communicate successfully with diverse audiences with high levels of credibility and authenticity; work constructively with university colleagues to promote business-academic collaboration; and become a thought leader on innovation.

# Role Description (cont...)

---

## Main Responsibilities of the Role (cont...)

Develop and maintain effective links with a diverse range of partners and stakeholders. 3M BIC works with a range of partners including regional government, local authorities, other public bodies, the corporate sector, business networks, academia and the media. The Chief Executive plays a key role in building or maintaining critical relationships, having a high profile within the innovation eco-system, and supporting others in the team to develop these skills.

Prepare for and implement the opening of the new Health and Wellbeing Innovation Centre at the University's new National Health Innovation Campus in 2026. Run the new centre as part of the 3M BIC management operations and proactively attract a suitable range of health innovation companies, from start-up to scale up, to take up space or membership of the centre. Develop and implement the planned incubation offer for health innovation entrepreneurs as part of the West Yorkshire Investment Zone, in collaboration with our local authority partners.

Ensure that 3M BIC continues to develop revenue streams, attract new tenants and customers, and win and deliver projects. Lead by example by identifying commercial opportunities and securing programmes of work.

Ensure effective internal controls and management information systems are in place and fit for purpose. Set and agree commercial and financial performance objectives and KPIs. Oversee and improve the systems, processes and capabilities required for the company to make an impact through our work and ensure that these impacts can be measured and monitored.

Enforce and demonstrate adherence to legal, regulatory and in-house policies to maintain the highest standard of our company's legality, compliance, risk management and business ethics. Uphold and champion the 3M BIC environmental sustainability policy and action plans.

Provide comprehensive reports and advice to quarterly Board meetings and monthly KPI reports to the 3M BIC Board of Directors.

# Person Specification

---

In your written application, please set out clearly how you can meet the selection criteria set out below.

## Knowledge and Experience

- Successful track record of leading organisations for innovation and high performance, including engaging employees and leading in dynamic and changing environments.
- Expertise in innovation, enterprise and the key principles of running an effective managed workspace, conference centre and product design/development team with strong technology facilities.
- Experience of delivering business incubation and innovation support is desirable.
- Strong track record of building productive relationships with regional stakeholders and partners.

## Skills and Abilities

- Effective business management and organisational leadership skills, including strategic development, business planning, organisational stewardship and working with a Board.
- Strong business development skills, including developing new business relationships, identifying partnership opportunities and successfully bidding for and winning projects.
- Excellent communication and interpersonal skills with the ability to persuade and influence others.

## Leadership Style and Behaviours

- Open, inclusive and emotionally intelligent leadership style.
- Leadership presence and disposition that generates trust and confidence.
- Sharp commercial acumen: a creative thinker who identifies opportunities for impact and income generation.
- High credibility and integrity to represent the 3M BIC and build its external profile.
- Committed to the work of the 3M BIC, the University of Huddersfield and principles of diversity, equality, inclusion and environmental sustainability.

# Terms of Appointment

---

## Salary

The salary for the Chief Executive appointment will be between £85k and £95k FTE per annum, pro-rated for a part-time appointment of circa 3 days per week. Starting salary will be dependent on experience.

## Location

The post will be based in Huddersfield, operating across the two sites of 3M BIC, at Firth Street on the University main campus, and the new National Health Innovation Campus at Southgate from 2026.

## Pension

The HEIC contributory pension scheme (provided by NEST), to which 3M BIC pays a monthly contribution of 3% of salary and the employee pays from 5%.

## Annual Leave

25 days holiday per year, plus statutory Bank Holidays, pro rata.

**The 3M BIC is actively seeking to improve the diversity of our workforce and welcomes applications from all under-represented communities and groups, and we are happy to make reasonable adjustments to accommodate the individual requirements of candidates with disabilities.**

# How to Apply

---

## Application Process

We hope that you will consider joining 3M BIC as our Chief Executive.

To make an application, please submit the following to Sandra Hirst at [S.G.Hirst2@hud.ac.uk](mailto:S.G.Hirst2@hud.ac.uk) with a heading of **3M BIC CEO Application**

- Your CV
- A covering letter that responds to the Person Specification, includes your current salary package and explains your motivation for applying for this role.

**Closing date is Monday 6 January 2025.**

If you would like an informal discussion in confidence with the current CEO in advance of making your application, please email [sue.cooke@3mbic.com](mailto:sue.cooke@3mbic.com) to arrange a suitable time no later than 20 December.

## Recruitment Timetable

Closing date: Monday 6 January 2025

Final Panel interviews: Friday 31 January tbc

## Appointment

The successful candidate will be expected to start in role from end April/early May.

The Board will want to ensure that any other part-time commitments of the successful candidate are compatible with the role of 3M BIC CEO. This will be discussed at interview and agreed as part of the appointment process.