

Job Description

Title: Head –Operations

Type of Position: Full Time (Contractual)

Reports to: CEO

Location: Bengaluru

To Apply: Send mandatory cover letter and detailed resume to office.best@iisc.ac.in via email with a (Subject line: Application for Head Operations, BeST cluster)

BeST Overview

Establishing a sustainable innovation ecosystem requires a well-connected network of entrepreneurs, domestic and foreign private enterprises, educational and research institutions, government agencies, investors, business incubators, and technology and business mentors. This need has led to the establishment of regional innovation clusters in many parts of the world. Such innovation clusters bring together capital, expertise, and talent to foster technological breakthroughs. Innovation clusters are uniquely distinctive in their structure and operating model. The Bengaluru Science and Technology (BeST) Cluster aims to distinguish itself by aspiring towards the following overarching goals:

- Building an active network of research institutes, companies, NGOs, and government bodies to promote knowledge sharing, cross-fertilization of ideas, and co-innovation (Collaboration).
- Identifying and resolving socially relevant problems, through active coordination with government organizations and NGOs (Responsiveness).
- Accelerating regional scientific and technological progress, and improving the regional innovation ecosystem, by facilitating a wider range of research initiatives, better access to funding opportunities, and greater networking and career opportunities for student communities (Competitiveness)
- Inspiring new products and technologies by coordinating efforts and financial resources and effective integration of intellectual and financial resources to create a new generation of innovative businesses (Innovation)
- Gaining a competitive advantage by improving internationalization and boosting visibility (Globalization)
- Promoting economic growth in the state by contributing to an increase in employment and intensification of entrepreneurial activity, and accelerating the inflow of foreign investment (Sustainability)

BeST is part of the Science & Technology clusters area major initiative under the Prime Minister's Science, Technology, and Innovation Advisory Council (PM – STIAC). The Bengaluru cluster has is being incubated by the Indian Institute of Science, Bengaluru. To further this mission, BeST is recruiting for the position of The Director of Business and Admin. Please see description below.

Role and Responsibilities

“Head Operations” - will be responsible for executing the strategy of BeST by building and leading a lean, efficient, and effective team.

Key responsibilities include:

- Designing, developing, and implementing the procedures and processes for smooth operations of the cluster.
- Ensuring compliance of the organization to all statutory bodies applicable to the cluster.
- Designing, developing, and implementing the reporting and monitoring framework that effectively ensures that all key stakeholders have a good visibility into the clusters progress in achieving its stated objectives.
- Leading the program/project management office for the cluster.
- Establishing and implementing a seamless working model for the administrative, commercial, contractual, and human resources functions of the cluster.
- Designing, implementing and managing the IT services support system for BeST.
- Establishing processes to ensure seamless interactions between various functions at BeST and the supporting ecosystem.

Skills and Competencies

- Operations management
- Program Management
- Stakeholder management
- Contract Management
- People Management
- Communication
- Good learning ability
- Mentoring and team building
- International exposure

Education and Experience

- 15+ years of experience in a STEM based initiatives (mandatory)
- PhD (desirable).
- Master's degree MBA (desirable).