

**Job Description**

|  |  |
| --- | --- |
| Job Title: | Innovation Manager |
| Faculty/Department: | Research and Enterprise |
| Reporting to: | Director of Research and Innovation |
| Duration: | Fixed term until July 2020 |
| Job Family: | Administration |
| Pay Band: | 8 |
| Benchmark Profile: | Administrator Band 8 |
| DBS Disclosure requirement: | N/A |
| Vacancy Reference: | AE0138 |

**Details Specific to the Post**

**1 Background and Context**

The University of Hull has established a Central Team to facilitate the delivery of an initiative which supports growth SMEs in Local Enterprise Partnership priority sectors to improve their productivity and enhance their competitiveness. This activity takes place across the York, North Yorkshire and East Riding Enterprise Partnership (YNYER EP) and Humber Local Enterprise Partnership (Humber LEP) areas.

The Central Team is funded through the European Regional Development Fund (ERDF) under the European Structural and Investment Funds (ESIF) programme for England 2014-2020. The team will manage the full life cycle of three ERDF schemes as follows:

* Humber & North Yorkshire Innovation Voucher Scheme;
* Humber & North Yorkshire Grants for Research and Development Scheme;
* Humber & North Yorkshire Low Carbon Grants for Research and Development Scheme.

The post holder will be responsible for maintaining accurate time sheets for their work on the projects, which will be split as follows:

* Evenly across the three projects and between the Humber LEP and YNYER LEP areas;
* For the YNYER LEP area time will be further split 25:75 between the parts of the region that are within ERDF ‘Transition’ and ‘More Developed’ Categories of Region (28:72 for the Low Carbon scheme).

The post holder will work to ensure the efficient and effective delivery of the projects’ outputs and targets. This is one of three Innovation Manager posts, who will work within the project team comprising: Programme Manager, four Innovation Managers, two Finance / Audit Officers, one Procurement Support Officer and one Administrative Support Officer.

The Innovation Manager will report to the SparkFund Programme Manager. The Central Team operates independently from the academic faculties within the University, who may be delivering innovation support to SMEs. The work of each member of the team is split, and recorded, between the two LEP areas and over their Category of Region areas in-line with ERDF guidance.

**2 Specific Duties and Responsibilities of the post**

The Innovation Manager will work across the three funding schemes, coordinating activities directly with SMEs and ensuring the provision of an effective business-facing service meeting ERDF contract requirements.

Responsibilities will include:

* Working with the Programme Manager to develop and implement effective working practices within the Central Team to ensure effective delivery of project outputs and targets;
* Establishing effective working relationships with stakeholders, particularly strategic partners, delivery agents and SMEs within the set geographical area;
* Develop, organise and promote appropriate marketing activities and events in line with ERDF publicity guidance;
* Proactively engage beneficiaries, with partners, and manage eligibility checking processes;
* Commissioning and management of the work of a range of consultants;
* Responsible for undertaking the diagnostic processes with SMEs and offering support in the subsequent action planning, tendering and appointment of delivery agents;
* Ensuring effective implementation of procurement support to be provided to SMEs by the Central Team, and ensuring compliance with ERDF requirements;
* Contribute to the development of a database of innovation support providers locally, regionally and nationally;
* Ensure timely provision of documentation and information for the Awards Approval Panel to enable efficient and prompt decision making;
* Monitoring of processes to provide funding agreements for the SME to engage their chosen delivery agent;
* Management of and delivery of key account relationships with SMEs to ensure quality services are being provided in conjunction with the Programme Manager;
* Responsible for accurate record keeping and data management to ensure compliance with funder requirements, data protection and audit scrutiny.

**3 Generic responsibilities**

Role holders will:

* + Be experienced professionals who are expected to exercise a significant degree of specialist and independent responsibility
  + Have gained a professional and/or academic qualification and have extensive specialist experience
  + With the Project Manager be involved in planning and ensuring progress and compliance with ERDF requirements under the Funding Agreement and national ERDF guidance.

Main work activities will include:

Communication

1. Provide specialist advice and guidance to staff, stakeholders and clients
2. Explain new and existing policies in relation to operational activities
3. Create and deliver presentations to clearly communicate information
4. Attend meetings to report on specialist issues
5. Take formal minutes at meetings when required
6. Writes formal documentation
7. Writes procedural documentation

Teamwork

1. Provide strategic and operational leadership
2. Work with the Central team assisting in setting deadlines, allocating work and monitoring outcomes

Liaison and Networking

* Proactively develop and maintain internal and external contacts to benefit the programme
* Participate widely in networks internally and externally

Service Delivery

* Assist in the preparation, presentation and implementation of the strategic plans and operating statements and ensure compliance with reporting requirements
* Assist with the effective management of the quality of the service
* Contribute to the development and management of systems and processes that contribute to improving service delivery

Planning and Organisation

* Co-ordinate processes in conjunction with senior colleagues
* Plan and monitor the work of others
* Organise and service meetings as appropriate
* Organise and represent the programme at events

Analysis/Reporting

* Analyse qualitative and quantitative data producing reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data

Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Fulfil the managers’ responsibilities as described in the University’s health and safety policies. These duties include responsibility for ensuring that suitable and sufficient risk assessments are in place for activities within your area of control and for ensuring appropriate health and safety training is in place.
* Support staff to demonstrate their commitment to equality, diversity and anti-discriminatory behaviour. This role includes making time available for staff to undertake mandatory equality and diversity training

Raise awareness amongst staff and support staff to fulfil their responsibilities to comply with appropriate regulations, policies and procedures

**4 Competencies**

|  |  |
| --- | --- |
| **Competency** | **Identified by** |
| **Knowledge & Experience**  A relevant degree or equivalent qualification and/or experience. | **Interview / Application** |
| **Knowledge & Experience**  Is a professional with proven experience of delivering support under ERDF or other publicly funded innovation / business support projects. | **Interview / Application** |
| **Knowledge & Experience**  Has proven management experience. | **Interview / Application** |
| **Knowledge & Experience**  Can demonstrate the ability to effectively manage health and safety issues across a range of functions within the job specification. | **Interview / Application** |
| **Knowledge & Experience**  Takes personal responsibility for leading by example and ensures that a robust framework of risk management policies and procedures are in place to protect both individual members of staff and University liabilities. | **Interview / Application** |
| **Knowledge & Experience**  Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development. | **Interview / Application** |
| **Knowledge & Experience**  Current driving licence and ability to call upon own transport | **Interview / Application** |
| **Communication (Oral and Written)**  Can demonstrate the ability to summarise complex ideas or information which may be highly detailed, technical or specialist. | **Interview / Application** |
| **Teamwork and motivation**  Can demonstrate the ability to have responsibility for a service/function. Clarifies the requirements of the tasks to meet the overall goals and objectives. Monitors progress and takes appropriate action to deal with difficulties and conflict. Identifies development and training needs of the team monitors performance and gives feedback. | **Interview / Application** |
| **Liaison and Networking**  Can demonstrate the ability to work across organisations and externally to build and strengthen working relationships. Actively pursues a shared interest and works jointly to influence events and decisions. | **Interview / Application** |
| **Service Delivery**  Can demonstrate the ability to adapt the service and systems to meet the needs of the customer and identify ways of improving standards.  Takes action to resolve issues and complaints.  Collates feedback and views from customers and keeps up to date with changing needs to inform service development/adjustments. | **Interview / Application** |
| **Decision Making**  Can demonstrate the ability to consider the wider impact of decisions, assesses possible outcomes and their likelihood.  Uses judgement to make decisions with limited or ambiguous data and takes into account multiple factors.  Distinguishes between the need to make a decision, when to defer and when not to take a decision. | **Interview / Application** |
| **Planning and Organisation**  Can demonstrate the ability to agree objectives and requirements for the team or area of operation.  Monitors overall progress of project or area of operation and ensures corrective action is taken. | **Interview / Application** |
| **Initiative and Problem Solving**  Can demonstrate the ability to gather information from a variety of sources to develop solutions and considers the longer term benefits against their chances of success. | **Interview / Application** |
| **Analysis / Reporting**  Can demonstrate the ability to design and use data gathering and analytical methods appropriate for each investigation.  Recognises and accurately interprets patterns and trends.  Recognises when additional data is required and identifies appropriate sources.  Produces reports and identifies key issues and findings. | **Interview / Application** |