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| Service: | Innovation Impact and Business |
| Post: | Programme Manager |
| Grade: | G |
| Ref no: | P57106 |
| Reporting To: | Senior Impact & Project Development Manager; Innovation, Impact & Business |
| Based within | Environmental Futures & Big Data Impact Lab, Exeter |

The three year post is available immediately until the 30th September 2020.

Environmental Futures & Big Data Impact Lab

The Environmental Futures & Big Data Impact Lab is being established to exploit the growth potential of the Heart of the South West LEP's 'Environmental Futures' and 'Big Data' Smart Specialisation sectors. This £6.4m project will bring the area's R&D partners together within a business-focussed innovation ecosystem that: stimulates the development of new products and services; and provides the support required to see these through to market success. The overall objective of the project is to stimulate inward investment and productivity-led growth by positioning HotSW as a national and international centre for environmental / Big Data analytics by providing:

- Access to expertise in data science / high performance computing; and topic / domain experts able to support the conceptual and further development of new products or services;
- Access to Business / Innovation Managers responsible for identifying, leveraging and co-ordinating support from across the partnership and from external business support and skills providers;
- A Challenge Fund to accelerate innovation by funding concept and product development, prototyping and testing from within and outside the partnership.
- Access to the innovation, incubation, business support and investment panels offered by the partnership through initiatives such as GAIN, SETsquared, FabLabs, Exeter City Futures and a new Met Office Centre of Excellence.
- An Open Innovation Platform that encourages and enables enterprises and innovators to draw on external ideas, to develop their own thinking, to explore new opportunities and map out paths to market;
- Enhanced access to: data curated and structured to meet market needs;
- Physical facilities in Exeter and Plymouth: open spaces with work-stations, meeting rooms, demonstration and workshop facilities;
- A 'café environment' that promotes networking, exploration and co-creation within accessible spaces in which entrepreneurs can access the expertise and support that they need; and in which anyone with a good idea can find a way to progress it.

The Impact Lab is a partnership based project led by the University of Exeter. Its activities will be delivered by a consortium consisting of University of Exeter, Plymouth University be delivered by the Universities of Exeter and Plymouth, the Met Office, Plymouth Marine Laboratory, Rothamsted Research, Plymouth College of Art and Exeter City Futures.

Job Description

Main purpose of the job:

We are looking for a dynamic team-player to fulfil the role of Impact Lab Programme Manager. The successful applicant will be responsible for the effective delivery of the Impact Lab work programme, for managing relationships with project partners and delivering the project outputs.

You will manage activities to drive innovation and the creation of new products and services by SMEs in Devon: by engaging with the wider end user community and their supply chains and create a new focal point data analytics and environmental futures, linking the science base with small and medium sized enterprises in Devon.

You will work closely with a Strategic Partnership Board drawn from project partners, business and public sector bodies; a Project Partnership Board focused on operational delivery of the project; an Innovation and Investment Panel responsible for a £1.5m Challenge Fund; and an Executive Support Team focused on risk management and compliance with EU regulations and requirements. The Programme Manager will have a lead role in ensuring the delivery of a set of Output targets across the partnership and delivering a programme of marketing, outreach and engagement activities, including a series of Thematic 'Challenges'.

The purpose of the Programme Manager is to facilitate / develop new or to maximise current opportunities for commercial exploitation with partner organisations and SMEs in Devon. They will also develop strategic partnerships to develop the long-term sustainability of the Impact Lab.

You will lead a small team of staff which will include individuals with expertise in knowledge transfer, marketing & communications, events, and project administration.

Main duties and accountabilities

1. Lead and manage the Impact Lab to deliver activities and leverage resources and input from the research base and the wider knowledge exchange infrastructure across the Project Partnership and wider business support ecosystem
2. Identify and raise awareness of capability in the Environmental Futures and Big Data research base and articulate/promote the potential for cutting edge research and innovation to be translated into real economic benefits for SMEs in a range of industry sectors.
3. To deliver all the objectives / KPIs defined by Impact Lab ERDF Application, the Strategic Partnership Board and Project Partnership Board in a timely and effective manner.
4. Plan and deliver the appropriate systems of business development and business engagement strategy to deliver the Outputs defined in the Impact Lab ERDF Application Form.
5. Build and develop relationships with SMEs, companies, funding organisations, HEIs and other partner organisations to develop the business development capabilities of the centre.
6. Draw on expertise in the research base across a broad range of disciplines and institutions thereby increasing the number of academics actively engaged with the Environmental Futures and Big Data Impact Lab, managing priorities and expectations between industry and the research base.
7. Understand the needs and strategic direction of individual companies, helping them to bridge the gap in terms of knowledge of the research base, enabling them to network into relevant research teams to meet business needs and access relevant funding opportunities to support the knowledge exchange activity.
8. Support companies in the development of business cases for investment in appropriate R&D and Knowledge Exchange projects.
9. To manage relationships between Impact Lab partners, ensuring that all partners understand and deliver on their responsibilities, as defined in the Impact Lab Collaboration Agreement, Quality Assurance Plan and ERDF guidelines and guidance.

- To ensure that high standards of presentation and maintenance are achieved throughout the life of the project specifically with legal agreements, contractual compliance and any regulatory requirements.

The job description summarises the main duties and accountabilities of the post and is not comprehensive, the post-holder may be required to undertake other duties of similar level and responsibility. You are required to follow all University of Exeter policies and procedures at all times and take account of University guidance. There will be the requirement for regular UK travel.

Person Specification

| Competency | Essential | Desirable |
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| Attainments / Qualifications | Graduate or equivalent level of education. | Postgraduate management qualification. Membership of relevant Professional Body |
| Skills and Understanding | <p>Strong communication, negotiating skills and the ability to influence business and academics</p> <p>Collaborative mind set and the ability to coach and mentor others.</p> <p>Excellent oral and written communication and presentation skills that enable effective collaborations at all levels and which stimulate the trust, confidence and enthusiasm of the academic community, college and professional service staff, partner organisations and external bodies dealing with highly complex issues.</p> <p>Demonstrated ability in the management of large-scale projects, budgeting and scheduling, ability to simultaneously manage and prioritise a portfolio of complex collaborative activities</p> <p>Good people management and team building approach, ability to generate respect and establish good working relationships with all stakeholders and partners and achieve buy-in to your ideas at all levels.</p> <p>Excellent computer literacy; for example use of excel, PowerPoint, word, contact management systems.</p> <p>Ability to adapt to changing priorities and timescales and ability to act on own initiative and see tasks through completion.</p> <p>Ability to work independently, set own targets and manage high expectations.</p> | <p>Understanding of national policies for research impact and knowledge exchange and experience of delivering significant support and development to academics in this field.</p> <p>Practical knowledge of big data and / or environmental science and their application in business environments</p> <p>Understanding of European Structural & Investment Funding objectives and requirements</p> |
| Prior Experience | Demonstrable experience in project leadership, developing and delivering effective strategic and operations plans | Experience of leading multi-partner EU projects |

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| | <p>Experience of leading multi-partner projects and long term business / strategic relationships</p> <p>Meticulous attention to detail, highly organised, capable of administering a diverse client and project portfolio effectively.</p> <p>Significant professional experience gained at management level within a relevant environment (for example, from within industry, commerce or the higher education sector) where the principal source of income is based on concept selling e.g. competitive bids for funding where price is not the only selection criterion.</p> <p>Ability to adapt to changing priorities and timescales and ability to act on own initiative and see tasks through completion.</p> <p>Well networked in their area of expertise, with an appreciation of government funding bodies supporting knowledge transfer.</p> | <p>Experience of delivering projects funded by the European Regional Development Fund</p> <p>Experience in dealing with a range of complex issues in relation to collaborative projects arising from differing approaches/priorities of partners/stakeholders.</p> <p>Experience of working in, or working with Environmental Futures / Data Science and knowledge of how applied research and development activities are conducted and funded.</p> <p>Experience of developing innovative solutions to business needs and a proven track record of generating collaborative projects with multiple partners</p> |
| Behavioural Characteristics | <p>Entrepreneurial attitude to identifying and pursuing opportunities with necessary persistence and drive to bring projects to a conclusion.</p> <p>Ability to build and gain respect amongst academic and non-academic colleagues.</p> <p>Demonstrated ability to lead and influence with strong networking skills</p> <p>Ability to self-direct</p> <p>Excellent personal organisational skills and ability to work to deliver targets under pressure</p> | <p>Strategic thinker, able to develop a plan for the long term strategic priorities while meeting the short term operational deliverables</p> |
| Circumstances | Own transport and current driving licence. | |

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.