

Job title:	Senior Innovation & Growth Specialist
Department/Division	International Programmes
Responsible to:	Head of International Programmes
Responsible for:	N/A
Salary:	£50,000 per annum
Main purpose of job:	
<p>To make a significant contribution to the competitiveness of ambitious, high growth businesses in the West Midlands by providing tailored Innovation and Growth support, to enhance their innovation management capacity.</p> <p>To help companies to benefit from national and global opportunities so companies become tomorrow's global success stories.</p>	
Key result areas:	
<p>The main duties and responsibilities of the role are:</p> <ul style="list-style-type: none"> • To deliver assigned Innovate UK BUSINESS GROWTH contractual targets. • To act as strategic coach and mentor to clients to support them in developing their own long term innovation commercialisation plans. • To facilitate a holistic analysis of the business to gain an in-depth understanding of its current performance and potential for growth. • To assist clients to prioritise issues and identify potential courses of action. • To select business support services that meet the agreed needs, from the full range of private and public sector providers. • Identify innovative businesses with the best growth potential and develop a portfolio of clients who align with key objectives and priorities of Innovate UK and EEN projects – grow, scale, internationalise. • Records and CRM updated regularly for accurate data analysis and reporting. 	
Other:	
<p>Health and Safety To comply with the Health and Safety at Work etc. Act 1974 and to take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.</p> <p>Equality and Diversity To always carry out their responsibilities in line with Equal Opportunities Policy and Procedure.</p> <p>Confidentiality To maintain confidentiality of information relating to clients, staff, and other users of the services in accordance with the Data Protection Act 2018 and GDPR regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/ or prosecution.</p> <p>General</p>	

This job description is not intended to be exhaustive. You may be required to perform any other duties as the organisation may require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the employer's organisation and interests.

Conditions

All offers of employment are conditional on you demonstrating your eligibility to work in the UK. Offers are also conditional on receipt of a minimum of two satisfactory references, covering at least the last three years on employment, with any gaps in employment history being explained satisfactorily. Whether references are deemed satisfactory is at the discretion of the organisation.

Knowledge, skills & experience (person specification)

Requirement	Essential
Funding & Finance	<ul style="list-style-type: none"> - Experience of raising finance either IUK/European funding or through other financial vehicles (private investment). - Understanding P&L and balance sheets, concepts such as ROI, breakdown, cash-flow and working capital. - An understanding of equity finance and what investors are looking for in a company looking to raise finance. - Demonstratable interest in and understanding of venture capital investment and sustainability issues.
Industrial	<ul style="list-style-type: none"> - Minimum 5 years experience working in/around an industrial/innovation environment - Experience of been directly involved in a new product or service development. - Knowledge of SME development issues
Innovation management	<ul style="list-style-type: none"> - Minimum 3 years experience of using innovation/strategic management within an SME environment. - Business acumen and experience to mentor Senior Managers in development of differentiated business models. - Experience of leading workshops in developing and pivoting business models in response to changing market perceptions. - Application of 'Lean start-up' principles to ensure responsive and effective, dynamic business strategies for innovation fuelled growth (minimum viable product, business model pivoting etc). - Able to help the companies establish clear, driven measurable goals for its innovation strategy with alignment to the overall business growth strategy. - Experience of working with high growth companies.
Internationalisation	<ul style="list-style-type: none"> - Exposure to International collaboration and strategical partnering (challenges/processes/region specific knowledge). - Have a global mindset and experience in the legal and operational aspects of doing business abroad. Knowledge/experience of working in emerging markets.
Skills	<ul style="list-style-type: none"> - Strong analytical, diagnostic and problem solving skills with the ability to analyse, collate, interpret information from clients in order to recommend the best course of action.

	<ul style="list-style-type: none"> - Exceptional organisational skills with the ability to prioritise tasks within tight deadlines and comprehend the bigger picture whilst remaining comfortable with detail and accuracy. - Good financial, analytical, reasoning and decision making skills. - From a risk perspective, ability to assess business plans, financial accounts and ancillary information, including personal assessment of potential borrowers. - Able to accomplish the goal by efficiently establishing an appropriate course of action for self and others. - Able to express ideas clearly, both verbally, face to face, by telephone and in written communications and actively listen to others logically and accurately. - Strong communication skills, excellent social skills, effective networker.
<p>Please note that all applicants must have the right to work in the UK.</p>	

Declaration:

Completed by:

Manager name:			
Signature:		Date:	

Staff member name:			
Signature:		Date:	