Innovation Adviser

Research and Enterprise

Closing date: 18 October 2019
Interview date: 6 November 2019
Vacancy reference: 8075
INTRODUCTION

The Research and Enterprise Directorate is the University department responsible for central management of the University’s activities and strategy in research and knowledge exchange and for providing comprehensive support to academic departments in their research and enterprise activities. Its primary purpose is to mobilise the University’s research and knowledge base in pursuit of both excellence and financial sustainability and to ensure that its research skills, knowledge and know-how benefit external users.

The University has successfully bid for one pot of European Regional Development Funding (ERDF) to deliver a programme of support to SMEs across the York, North Yorkshire and East Riding (YNYER) Local Enterprise Partnership (LEP) area. This project is called ‘Product and Process Innovation’ (PAPI). As the name suggests, PAPI aims to stimulate innovation in SMEs in key sectors (digital and creative media, electronics, advanced manufacturing, bioscience and low carbon, food and drink and health and life sciences) by providing capital grants support to businesses to encourage the development of new products and processes. The programme will harness the technological and business support expertise of its partners and will complement and add value to the YNYER Growth Hub.

The PAPI project wishes to recruit a suitably experienced individual to the University’s Economic Development Team whose main role will be to advise SMEs on their grant proposals, and support applications to the PAPI fund from an initial expression of interest through to the completion of project spend. Account management of SME engagements will cover both the scoping of project activity, support with business planning and suggestions on how best to reflect their project in the application forms and subsequent procurement and output procedures.

Post-grant to support to SMEs will include facilitating their access to other support that might be available from the University. This brokerage function will require the successful candidate to also develop and maintain internal networks with academic and support departments within the University.

This post is part funded by the European Regional Development Fund (ERDF) and the role is required as part of the funding agreement.
Main purpose of the role

To work as part of the Economic Development Team (EDT) providing support to University activity. The primary responsibility of this role will be to support the delivery of an ERDF-funded scheme that delivers grants to business. This will require extensive engagement with SMEs in the York, North Yorkshire and East Riding (YNYER) Local Enterprise Partnership (LEP) area to enable them to submit applications that are suitable for the PAPI project. Success in the role will be assessed by an increase in both the quantity and quality of these grant applications.

Working as part of a team, the post-holder will also be expected to provide support and cover for other EDT officers.

This post is part funded by the European Regional Development Fund (ERDF) 2014 – 2020 and the role is required as part of the funding agreement.

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

- Be an experienced professional who is expected to exercise a significant degree of specialist knowledge and independent responsibility
- Establish effective working relationships with regional stakeholders, particularly with SMEs, strategic partners and other business support organisations within the Leeds City Region (LCR) geographical area;
- Proactively engage SME beneficiaries, checking their financial and project eligibility;
- Management of and delivery of key account relationships with SMEs throughout their PAPI (LCR) customer journey to ensure quality services are being provided;
- Provide specialist innovation advice and guidance to SMEs to support the development of suitable funding applications. This is to include initial diagnostics of the SME’s innovation potential as well as providing support in the subsequent project scoping and business planning.
- Develop and maintain contacts and relationships with academic and University support departments so as to be able to link SMEs (post-grant) to further University support, as appropriate.
- Ensure timely provision of documentation and information for the Awards Approval Panel to enable efficient and prompt decision making;
- Support SME beneficiaries to submit financial claims and output records in an accurate and timely manner as per the requirements of the PAPI programme.
- Ensure accurate recording of SME data information on the project’s Customer Relationship Management (CRM) database
- Responsible for accurate record keeping and data management to ensure compliance with funder requirements, data protection and audit scrutiny.
- Participate widely in networks internally and externally
- Proactively develop and maintain internal and external contacts to benefit the programme
- Contribute to the development of a database of innovation support providers locally, regionally and nationally;
- Create and deliver presentations to clearly communicate information
- Contribute to the development and management of systems and processes that contribute to improving service delivery
- To pro-actively contribute to continuous improvement of processes, procedures and systems to improve efficiency.
- To provide support and cover for other EDT staff officers where required and be flexible in ability to provide support to all economic development activity.
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Educated to degree level or equivalent, or equivalent experience</td>
<td>Essential</td>
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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Thorough understanding of the process of innovation, in relation to the development of new products and services</td>
<td>Essential</td>
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<td>Thorough understanding of the key sectors supported by PAPI</td>
<td>Desirable</td>
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<td>ERDF funding regulations, policies and procedures</td>
<td>Desirable</td>
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<td>Knowledge and understanding of research in a higher education environment</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<td>Good all-round IT skills, including MS Office suite</td>
<td>Essential</td>
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<td>Outstanding verbal and written communication skills; able to communicate effectively with a wide range of stakeholders; able to formally present to business audiences at network meetings and events</td>
<td>Essential</td>
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<td>Strong interpersonal skills, able to liaise with university staff, businesses and funders effectively; strong client-facing skills and the ability to manage client expectations</td>
<td>Essential</td>
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<td>Strong network development and management skills; able to form collaborative relationships with many different types of people both internally and externally; persuasive and influential</td>
<td>Essential</td>
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<td>Able to make considered decisions over the eligibility and appropriateness of project proposals using their knowledge of the applicable funding rules</td>
<td>Essential</td>
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<td>Good time planning and organisational skills: able to define priorities and work flexibly and effectively under pressure to meet demanding (and sometimes conflicting) deadlines, within set time / financial constraints</td>
<td>Essential</td>
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<td>Able to represent the University with confidence, diplomacy and authority</td>
<td>Essential</td>
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<td>Able to work with initiative, to take decisions and think creatively/ laterally</td>
<td>Essential</td>
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<td>Strong analytical skills, able to make judgements on financial accounts</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
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<tr>
<td>Developing and accurately costing business plans</td>
<td>Essential</td>
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<td>Advising SMEs with respect to transformational business development activity</td>
<td>Essential</td>
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<td>Successful negotiation with SMEs</td>
<td>Essential</td>
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<td>Account management (of SMEs and project activity)</td>
<td>Essential</td>
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<td>Managing both financial and contact/relationship databases to store, retrieve and manipulate data</td>
<td>Essential</td>
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<td>Building strong relationships with internal and external support networks; effective client management and relationship building</td>
<td>Essential</td>
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<td>Tendering and other public procurement processes</td>
<td>Desirable</td>
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<td>Organising and managing events</td>
<td>Desirable</td>
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<td>Experience of funding support programmes that award grants to SMEs</td>
<td>Desirable</td>
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## Personal attributes

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<td>Highly motivated to deliver projects to time, budget and quality; enthusiastic and positive; determined</td>
<td>Essential</td>
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<td>Willing to take on a broad range of tasks to ensure job completion; a proactive and energetic approach</td>
<td>Essential</td>
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<td>Creative and imaginative, with a positive, can-do attitude</td>
<td>Essential</td>
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<td>Tactful and diplomatic</td>
<td>Essential</td>
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<td>Able to work independently or as part of a team</td>
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THE DEPARTMENT

The Research and Enterprise Directorate is the University department responsible for central management of the University's activities and strategy in research and knowledge exchange and for providing comprehensive support to academic departments in their research and enterprise activities. Its primary purposes are to maximise excellence and financial sustainability of the University's research and knowledge base and to ensure that the institution's research skills, knowledge and know-how benefit external users.

The Directorate provides support for planning, creation and submission of research and knowledge exchange proposals; negotiation and agreement of research and commercial contracts; post award management of research contracts; governance of University level procedures around research and research impacts; administrative support for Continuing Professional Development courses, and applications to public sector regional economic development funds.

The Directorate is divided into a number of sections providing research and knowledge exchange services. The Economic Development Team supports knowledge exchange between the University and the wider economy through funded Economic Development project activity. In particular, the Economic Development Team:

- Supports individuals and departments across the University to develop project ideas to a stage where they are suitable for funding
- Develop large scale (£1m+) funding bids, to a wide variety of National and European funding streams
- Contract management of large (£1m+) economic development funding contracts
- Provides audit management support in respect of economic development projects, many of which are funded by funding streams that have detailed audit requirements

The Economic Development Team works on a day to day basis with several other sections of the Directorate as well as with academic departments. The team has particularly close relationships with; Research Grants and Contracts, who manage the workflow of all research applications and handle funder relationships and finances of awarded contracts; the Business Development team, who manage commercialisation of the University's intellectual property and broker engagements with businesses; and the Research Development team, who provide support to strategic research initiatives and long-term interdisciplinary and inter-institutional research capability.

- Identifies new funding streams and interprets their suitability for funding potential projects
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to [https://jobs.york.ac.uk](https://jobs.york.ac.uk)
- Find this job using reference 8075
- Complete the online application form

You will need to submit your completed application by midnight (GMT) on 18 October 2019.

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Matthew Kirk, matt.kirk@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835