



Profile Title:	Growth Hub – Sheffield Innovation programme – Innovation Advisor			European Union European Regional Development Fund
Reports to:	Head of SCR Growth Hub			
Employee Supervision:	None	Grade: 10	Salary:	£38,813 - £41,675 per annum

Purpose of the Post

The Innovation Advisor's role is an integral part of the Sheffield Innovation Programme (SIP) team, working with business, particularly SMEs in the City Region and to help drive regional innovation and support access to SIP partners, collaborators, and their R&D expertise, investment, SIP outputs and growth and contribute to the Sheffield SCR LEP objectives. The post is responsible for prospect identification, eligibility checks, the development of project proposals, early stage advice and support, coordination of engagement with clients and reporting.

Responsibilities

- Responsible for the delivery of Sheffield Innovation Programmes plus ensuring full integration of the SIP service into the Growth Hub.
- Act as a gateway to access and deliver advice as part of the SIP programme on a wide range of innovation specific funding including; University expertise and other programmes for example Innovate UK, Horizon 2020, EEN, IPO grants, R&D tax credits to support sustainable R&D collaborations between business and the partner universities,
- Develop strong, professional relationships with other providers of innovation support for example Innovate UK to ensure continuation and sustainability of SIP activity– developing agreements on collaboration and involvement in developing wider programmes of work.
- Be a central point of contact and expert advice on behalf of the SIP partnership for businesses wishing to get involved in innovation projects or seeking support for Innovation, R&D and for example the development of new products/services,
- Effective management of any innovation delivery specific budget and resources in the context of SIP.
- Implement a wider communications plan for the marketing and promotion of Innovation across the region with the focus on growth-oriented businesses integrated with the delivery of core SIP and Growth Hub activities.
- Ensure that the core SIP team manage appropriately a caseload of ongoing growth businesses, working within agreed Service Level Agreements and ERDF compliant documentation.
- Manage all SIP processes and Growth Hub Innovation support systems and effective reporting channels through the core growth hub team to the Business Growth Board.
- Provide advice to support the innovation and R&D process on behalf of the SIP partnership for example support for patents, access to legal advice and resources for example market intelligence and knowledge of supply chains to promote business competitiveness and growth.
- To be a key source of market intelligence for the SIP Innovation partnership and Business Growth Board – leading on the development and implementation of a range of delivery and support programmes.
- Establish a clear decision-making process to ensure effective actions and deployment of SIP resources within reasonable timescales.
- Implement a detailed quality assurance and monitoring framework for the SIP innovation offer;
- Maintain strong working relationships with other innovation programmes and offers across the country

(particularly neighbouring ones) and share good practice and learning to optimise SIP impact and delivery;

- Develop and maintain a clear operational plan with the D2N2 Hub specifically – to ensure a coherent offer for overlap areas and benefit for eligible SCR based companies including those in the more developed ESIF region
- Contributing to the ongoing development and improvement of innovation products and services to support growth – oriented SMEs in SCR.
- Ensure the SCR develops a robust innovation network connecting the Growth Hub client base with Innovation potential to the SIP partners ensuring access to the Universities expertise, sustainable collaborations between Higher Education and industry, the delivery of innovations in product and processes

Education and Training	Measure	Rank
• A degree or equivalent professional membership/qualification.	A	E
• Relevant professional qualifications e.g. Business or Product design related qualifications	A	D
Relevant Experience	Measure	Rank
• Experience demonstrating commercial acumen and an understanding of how business decisions are made, and the barriers they may face which could affect their growth potential	A/I	E
• Experience of successfully managing and monitoring multi-agency programmes	A/I	E
• Experience of developing relationships with intermediary networks i.e. the professional services community in order to deliver business objectives	A/I	E
• Experience of successful internal and external partnership and team working arrangements	A/I	E
• Experience of managing a team – particularly one working across 'in the field'. Ability to create a 'one team' atmosphere within such a team	A/I	E
• Experience of delivering actions plans, initiating procedures and providing progress reports in order to meet defined objectives	A/I	E
• Experience of delivering and managing externally funded business support programmes (including) via European Structural Funds	A/I	E
General and Special Knowledge	Measure	Rank
• Knowledge of the national, regional and local business support products operating across the Sheffield City Region (publicly funded)	A/I	E
• Knowledge and understanding of business support and associated funding streams and policies (UK and EU).	A/I	E
• Knowledge of state aid requirements and regulations with respect to the implementation of business support programmes	A/I	E
• Significant knowledge of how results, benefits and outcomes related to business support can be monitored, tracked and evaluated to the benefit of SCR businesses and how intelligence and data can be used to inform continuous programme development	A/I	E
• Significant knowledge of resource management issues relating to programme or service planning and delivery, project planning, monitoring and systems	A/I	E
• Financial and commercial awareness and knowledge of the financial framework which companies undertake in the corporate decision-making process	A/I	E
Skills and Abilities	Measure	Rank

<ul style="list-style-type: none"> Excellent verbal, presentation and written communication skills – to develop and articulate concise clear propositions and recommendations, particularly the ability to cut through complexity to give advice to business leaders and corporate decision makers 	A/I	E
<ul style="list-style-type: none"> Ability to work at senior levels within business organisations and partnerships, sometimes in areas of tension and conflict, able to quickly establish credibility with clients, intermediaries, business advisers and with local partners, particularly skills in persuading companies to undertake a desired course of action in an effective and sensitive manner 	A/I	E
<ul style="list-style-type: none"> Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision 	A/I	E
<ul style="list-style-type: none"> Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem 	A/I	E
<ul style="list-style-type: none"> Strong analytical skills applied to evaluate and assess the impact for SCR businesses of service and products 	A/I	E
<ul style="list-style-type: none"> Excellent and well-developed business management skills, to include the ability to think creatively and implement solutions and outcome focussed problem solving 	A/I	E
<ul style="list-style-type: none"> Tenacious with an ability to initiate and support business change through influence and collaboration, supporting companies to secure investment and securing value for public money 	A/I	E
<ul style="list-style-type: none"> Ability to manage a team located across various sites and the ability to create a 'one team' atmosphere within such a team 	I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Growth Hub. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E

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