

JOB DESCRIPTION

JOB TITLE:	Innovation Programme Manager
MANAGED BY:	Head of Strategic Innovation
GRADE:	13

BACKGROUND

The West of England Combined Authority is seeking to appoint a Innovation Programme Manager to join the Strategy & Innovation team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

We are looking for someone who is strategic to support transformative innovation in the region, its businesses, and communities. Somebody who can work corporately to identify the complex synergies/opportunities across the CA's teams and across regional stakeholders under the umbrella of the Local Industrial Strategy (LIS) and the emerging West of England Plan for Innovation. Someone to inspire, drive and support a cross cutting work programme for the benefit of the region, and to identify funding opportunities and mechanisms for delivery.

Based in the Strategic Innovation Team, the post holder will be the CA's lead innovation officer for the region, reporting to and working closely with the CA's Head of Strategic Innovation. They will be collaborating closely across teams within the CA as well as with the region's universities and major external stakeholders, to realise the CA's role as a strategic driver of innovation across the West of England, the UK and internationally as envisaged in the LIS. As such, they will play an important role in helping shape strategic direction in the innovation and R&D space and lead on complex projects, delivering progress across the region against the Plan for Innovation, measurable against the CA's innovation priorities.

This will include the post holder to:

- Lead and shape innovation policy and strategic activities across the work of the Authority and the region, connecting the different teams and directorates fully to contribute to a cohesive,

focussed and identifiable CA programme of innovation

- Enable and grow collaborative R&D across the region's ecosystem, and support key innovation clusters
- Identify, develop and shape significant opportunities to increase RD&I investment in the region
- Provide expertise, input and guidance across the CA in respect of regional and national innovation themes and developments (for example for purposes of project design, bid writing or presentations) and proactively lead on proposals and responses to national consultations and funding competitions regarding RD&I matters.

KEY RESPONSIBILITIES

The successful candidate is expected to work flexibly on strategic innovation issues as they arise:

Internal

- Building on the Local Industrial Strategy, drive innovation's role within the region's long-term economic strategy, including through the emerging Plan for Innovation.
- Working with economic analyst colleagues, generate and use evidence to develop RD&I policy across a wide range of innovation and digital areas, as required. Advocate and influence around RD&I at senior level of the CA.
- Working closely with the Business & Skills, Environment and Infrastructure Teams, provide specific RD&I expertise, input and opportunity guidance to ensure that their programmes and initiatives successfully contribute to the delivery of the CA's plans for innovation and digital transformation.

External

- Working in close consultation with regional and national partners, lead on delivery of the region's plan for innovation through an action plan, and drive its implementation to unlock funds to deliver on regional priorities.
- Build strong relationships with regional, national and international stakeholders in the innovation and R&D space.
- Drive or lead on collaborations or partnerships with Government departments, businesses, regulators and organisations, maximising opportunities for support, funding and investment where available (including regional opportunities associated with Government's Innovation Strategy, and UKRI/Innovate UK's recent Action Plan and Strategic Delivery Plan).
- Drive high-quality, ambitious and evidence-led strategic support to the regional innovation ecosystem through a variety of channels, including leading on horizon scanning, stakeholder presentations, workshops, communications and community engagement.

Management

- Support the Head of Strategic Innovation in the delivery of their responsibilities, including programme management, internal reporting, quality assurance, monitoring and evaluation and line management and recruitment.
- Lead meetings and deliver key reports/presentations to senior colleagues and stakeholders, including senior CA management, the Mayoral team, unitary authorities and universities.
- Deputise for the Head of Strategic Innovation.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Knowledge of the role of economic evidence in informing strategy and policy.
- Knowledge of the national, regional and local policy context of economic growth and innovation and how this will impact the work of this role.
- Knowledge of the Authority's and Local Enterprise Partnership's roles and challenges in supporting economic growth and public benefit through RD&I.

Experience

Proven track record regarding:

- Considerable experience in economic development, commensurate with the role.
- Significant experience of working with RD&I relevant regional or national entities, government bodies, regulation and policies that impact on the post-holder's job role.
- Significant experience of developing and managing relationships and delivery partnerships in a complex stakeholder environment, sharing objectives across a range of internal stakeholders and public and private sector partners.
- Experience of leading and taking overall responsibility for policy and strategy development in a complex, multifaceted environment, including leading and managing strategy professionals to deliver in line with overall organisational strategy.
- Experience of strategically leading programmes of work of significant size and value, including governance, creating roadmaps to impact, and assessing and aligning cross-disciplinary business cases to achieve the desired programme impact.
- Experience of programme management including bid writing, monitoring, reporting and evaluation.

Skills and Competencies

- Ability to translate national policy frameworks into local and regional strategic priorities.
- Significant skills in the area of influencing, advocating and negotiating at senior level.
- Highly developed skills in collaborative and diplomatic working to agree shared priorities and achieve ambitious joint outcome, even when faced with conflicts or challenging circumstances or people.
- Excellent written and verbal communication skills, with ability to report and present effectively to a high standard at senior level, synthesising information from many sources.
- Advanced online collaboration skills to bring remote teams together.
- Ability to develop and assess cross-sectoral business cases and investment appraisals and evaluate the impact of projects

- A range of digital skills enhancing and supporting the above, including excellent Excel skills and collaboration tools (eg Teams, Miro, Google Hangout).

DESIRABLE

- Experience of collaborative ways of working with Innovate UK/UKRI and Government departments (eg BEIS; DCMS)
- Some experience working in an environment focussed on innovation/R&D policy or strategy
- Experience of managing boards, steering groups or committees with senior leaders in a public-sector context
- Advanced digital skills, for example data visualisation, coding, data analytics
- In-depth understanding of public sector organisational structures and decision making
- Experience of working in a political or in a highly visible environment

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 25 days Annual Leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We are about to move into a new bright, airy, modern office space, with all latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for over 23s, currently **£9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.