

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Senior Innovation Officer (Strategy and Innovation)</b>
<b>MANAGED BY:</b>	<b>Programme Manager - Innovation</b>
<b>GRADE:</b>	<b>9</b>

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Senior Innovation Officer to join the Strategic 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

To support the Strategic Innovation Team in its work leading cross-sectoral innovation, supporting clean and inclusive economic growth through:

- research and analysis of national and international innovation developments, funding opportunities and initiatives;
- production of reports, briefings and presentations flowing from the above work;
- support the drafting of funding bids;
- strategic project delivery.

## KEY RESPONSIBILITIES

In the context of the development and implementation of cross-sectoral innovation:

- develop and maintain an up to date and comprehensive overview of the latest relevant national and international policy developments, reforms, and funding opportunities, working with policy team colleagues where appropriate;
- identify and research new public and/or private initiatives that drive and encourage collaborative innovation, in order to distil and analyse good practice, knowledge and methodology that can be applied, shared and learnt from in the West of England;
- Use evidence to develop proposals for action from the CA to use innovation to support the authority's strategic objectives;
- identify existing, emerging and new funding opportunities that could benefit the West of England by developing innovative and sectoral focused interventions;
- assist with bid preparation, drafting, submission, and strategic project support;
- prepare and present reports, briefings, visualisations, graphics and presentations for a range of stakeholders (internal and external), flowing from the above work;
- develop, implement and support maintenance of the knowledge management systems of the Strategic Innovation Team.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Knowledge of:
  - Economic growth.
  - The West of England economy.
  - Local, national and international developments in innovation and sector development.
  - Funding opportunities aligned to regional and national strategic priorities.
- Graduate qualification and/or equivalent experience

## Experience

- Researching a subject matter in breadth and depth.
- Using diagnostic tools, data and evidence to aid decision making.
- Preparing written reports, including recommendations, for senior leaders in public service and business.
- Supporting grant funding applications and bid writing.
- Supporting the strategic design and delivery of projects and programmes.

## Skills and Competencies

- Ability to assimilate new information quickly and accurately.
- Problem solving and analytical skills.
- Ability to translate national and international policies and strategies into a regional and local context.
- Excellent oral and written communication skills, including report writing and briefings.
- A self-starter who can work on their own initiative and as part of a small team.
- Commitment to seeing tasks through from start to completion.

## DESIRABLE

### *Qualifications and Knowledge*

- *An understanding of public funding and related regulations/legislation.*
- *Knowledge of or experience in the West of England innovation ecosystem.*
- *Experience of working within a political 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.