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|  | **POST TITLE:** | **Innovation Development Executive** |
| 1. **2.** | **POST NUMBER:** | ED/BS/6.10-6.11 |
| 1. **3.** | **GRADE:** | 11  Job Evaluation Ref No: *N6852* |
|  | **LOCATION:** | Your normal place of work will be Millennium Place, Durham. However, you may be required to work at any council workplace within County Durham. |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will report to the Director of Innovation and will be directly responsible for the following functions:

* Proactive development of and support for, businesses within or developing into the innovation based economy
* Responsible for high quality interaction and negotiations with key decision makers in private sector businesses
* Developing and maintaining knowledge of the innovation landscape, nationally and internationally, applying this to the development of NETPark and innovation throughout the county
* Developing and implementing innovation projects in County Durham, seeking opportunities to both bid for projects for Business Durham and assist in building consortia of organisations to win high value funding such as Horizon 2020.

1. **DESCRIPTION OF ROLE:**

To actively grow the innovation and knowledge based economy business community throughout County Durham in line with the County and regional economic strategies.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

**Proactive development of, and support for, businesses within or developing into the Knowledge based economy**

8.1 Identifying and attracting R&D, innovation and knowledge based projects, at regional, national and international level, to the County.

8.2 Targeting university spin-out and blue-chip R&D opportunities for location and development within County Durham.

8.3 Developing and promoting relationships with external organisations such as universities, other centres of excellence, the Catapult network and other relevant bodies to foster new projects, investment and knowledge transfer opportunities.

8.4 Attending regional, national and international events to promote Business Durham, NETPark and County Durham.

8.5 Hosting visits to NETPark and County Durham.

**Delivery of innovation projects**

8.6 Identifying opportunities to win innovation projects for Business Durham, managing partners and the application process.

8.7 Ensuring successful management of projects including accurate records of company information, financial transactions, claims management, managing the procurement of new services where appropriate, regular reporting, and achievement of agreed outputs.

8.8 Seeking opportunities for County Durham businesses to participate in open innovation programmes and to diversify into new value chains, building consortia of companies to win high value awards such as Horizon 2020, facilitating and supporting the consortia where appropriate.

8.9 Working closely with partners, industry and academia to maximise impact of innovation projects including events and business support services.

8.10 Establishing and maintaining strong partner relationships through regular close contact account management which will include regular face to face meetings, telephone and email communication.

8.11 Ensuring efficient sharing of information about company engagements across Business Durham.

8.12 Resolving problems and ensuring all follow up actions are carried out efficiently and effectively

8.13 Issuing regular communications including e-shots and newsletters, social media and monitoring effectiveness

8.14 Supporting the NETPark team where appropriate in the delivery of innovation projects

8.15 Ensuring cross linkage to county manufacturing and supply chain development especially in key locations in Durham

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification – Innovation Development Executive (Grade 11)**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Educated to degree level or equivalent | * Engineering, innovation or science related degree or background. | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Significant recent experience of developing business and managing relationships. * An understanding of innovation processes and how they can be applied across business sectors and technology areas. | * Experienced in, and comfortable with, working flexibly utilising ICT. | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | * Business acumen. * Understanding of the innovation process and landscape. * An ability to initiate and follow up projects. * Confident in making and justifying decisions. * Commitment to the provision of a high quality service with a positive attitude towards Customer Care. * Highly developed effective interpersonal communication skills. * Good presentation skills. * Capacity to manage diverse and complex workload. * Strong stakeholder management skills. * Excellent report writing skills. * Ability to work to deadlines with minimal supervision. * The ability to travel to and from various sites within the County and occasionally further afield. * Ability to work effectively as a team member and to relate well and quickly to other team members and senior people from other organisations. * An ability to work under pressure. * Commitment to the importance of staff motivation and development. | * Knowledge of science park operations and how it supports the development of high tech businesses * Knowledge of the economy and geography of County Durham. * Knowledge of the UK space industry * Knowledge of the UK Catapult network * Knowledge of factors affecting corporate decision making, particularly business and economic drivers. * IT / keyboard skills, especially Word, Powerpoint, Excel, and ability to use e-mail and internet. * In depth knowledge of innovation practice and process nationally and internationally. * Experience of identifying problems, defining them and pulling together consortia to solve them. * Design experience | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * Enthusiastic and dynamic. * Prepared to work in an accountable environment. * Willing to seek and take responsibility. * Willing to work flexibly. * Performance oriented i.e. motivated by a desire to achieve performance targets and deliver a high quality service. * Creative thinking. | * Eager to learn new skills. | Application form  Selection Process  Pre-employment checks |