Job title: Innovation Advisor
Reports to: Head of RISE
Department: Research, Economic and Social Partnerships
Location: Brighton, Moulsecoomb
Grade: 7

Purpose of the Role

Research, Innovation Sussex Excellence (RISE) is European Regional Development Fund and West Sussex County Council funded project, run in collaboration with the University of Sussex, with all Project Staff managed by the University of Brighton. The projects seeks to provide SMEs located within the Coast to Capital Local Enterprise Partnership (LEP) region (C2C), with a substantial focus on West Sussex, with enhanced access to innovation support to enable them to unlock sustainable productivity growth through the adoption and enhancement of new-to-market products/services to market or new-to-company products/services or processes. RISE creates interactions between aspiring SMEs at the expertise at the Universities that can support innovation.

As part of the RISE project management team, Innovation Advisors (Delivery and Development Manager, RISE) are responsible for the operational management of the project. This role will be responsible for the creation of processes and systems which will assist in the successful delivery of the project. This role will also be responsible for undertaking needs assessments with SMEs to identify potential areas of business innovation-led growth, as well as designing and delivering innovation workshops, and training, providing 1:1 innovation advice clinics, accessing academic support where required. The role will also broker propositions for business/university collaborations.

Line Management Responsibility for:
n/a

Main Areas of Responsibility:

- Provide professional advice and support to participating SMEs by undertaking deep dive needs assessments in order to identify opportunities for them to increase their research and innovation activity, capability and capacity. Provide 1:1 innovation clinics and provide expert help. Design and deliver workshops for participating SMEs to enable them to identify their business growth objectives, to support SMEs with bespoke high-level
research and innovation plans. Signpost and broker SME innovation support to University academics and professional advice for innovation support and opportunities.

- Collaborate with the Head of Project in order to ensure the successful delivery of the project outcomes in compliance with the funder’s requirements. Create, review and update an operational plan including details of the service delivery of the RISE project team and create processes and systems to support the various work packages of the RISE project including application processes and eligibility criteria.
- Provide professional advice to the Project Delivery and Network Business Partners as well as to wider stakeholders on all operational and procedural aspects.
- Assist the Head of RISE to develop robust monitoring and reporting procedures that meet the timeframes and contractual obligations of the funder. Take responsibility for ensuring the implementation of, and adherence to, these. Continue to suggest and create enhanced reporting procedures as the project progresses.
- Support delivery of the SME engagement activities included in the marketing strategy for RISE – including internal promotion within the University of Brighton and external promotion within the SME sector throughout the C2C region.
- Develop and maintain a network of SMEs within the C2C region that the project could engage with on the RISE project. Representing both the University of Brighton and University of Sussex, attend networking events with relevant external stakeholders to promote the RISE project to SMEs and regional Business Network Partners and support organisations.

**General Responsibilities**

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the Data Protection Act.
The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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<thead>
<tr>
<th>Essential Criteria</th>
<th>Knowledge and Skills</th>
<th>Experience</th>
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<tbody>
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<td><strong>Knowledge and Skills</strong></td>
<td>Communication skills, including a proven ability to write, present and deliver training courses and workshops to a variety of audiences – ranging from university staff, final-year students and graduates, to business leaders within the SME community and Coast-to-Capital LEP region.</td>
<td>Track record of initiating and developing processes and systems to assist in the delivery of successful innovative, pan-institutional initiatives within a large organisation.</td>
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<td>SME business development-based knowledge around economic growth and/or innovation skills development and an ability to understand Coast-to-Capital LEP priority areas.</td>
<td>Experience of working across teams co-operatively and supporting co-working across institutional boundaries.</td>
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<td>Knowledge of how university expertise can support SME innovation, support SME barriers and challenges to innovation with a proven ability to develop and deliver initiatives to overcome these.</td>
<td>Track record of supporting SME innovation, and effective engagement with a wide range of stakeholders.</td>
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<td>Strong analytical, process and procedural development skills and the ability to utilise data for reporting requirements.</td>
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<td>Ability to organise a busy workload and be systematic with excellent self-management skills: actively reflect on learning, autonomy, self-awareness, action-planning, time management and initiative.</td>
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<td>Ability to maintain a network of contacts with colleagues, delivery partners, service users and external bodies to facilitate effective service delivery.</td>
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<td>Ability to develop productive business collaboration with companies and other relevant stakeholders.</td>
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<td>Ability to coach and support colleagues and to deliver strong outcomes in a matrix-management environment.</td>
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<td>Ability to create project management and operational plans and ensure that all planned activity is properly monitored and reported and that deadlines are met.</td>
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### Qualifications
- A degree or equivalent analytical experience.

### Other Requirements
- Ability to work unsocial hours/out-of-office hours: The role may include some work in the evenings and weekends associated with business-facing events.

### Desirable
- The role involves travel to a variety of external partnership offices sites located throughout West Sussex.
- A driving licence would be desirable.

### ADDITIONAL INFORMATION

- The RISE programme is receiving up to £603,514 of funding from the European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020 in England. Grant Reference: 04R20P04387
- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- This post is part-time (30 hrs per week) and is fixed term until 30/04/2023.
- The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: Benefits and facilities.
- Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, are pro-rated for part time employees.

<table>
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<tr>
<th>Grades</th>
<th>Basic entitlement per year</th>
<th>Grades</th>
<th>After 5 years’ service</th>
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<tbody>
<tr>
<td>1-3</td>
<td>23 days</td>
<td>1-3</td>
<td>28 days</td>
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<td>4-7</td>
<td>25 days</td>
<td>4-7</td>
<td>30 days</td>
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<tr>
<td>8-9</td>
<td>27 days</td>
<td>8-9</td>
<td>30 days</td>
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- More information about the department can be found here.
- Read the University’s 2016 - 2021 Strategy
- The University has an attractive range of benefits and you can find more information about them on our website.

**Date:** JH/February/2020