



Innovate UK Business Growth is the new name for Innovate UK EDGE

## Job Description

### Innovation & Growth Specialist

Job Title	Innovation & Growth Specialist
Reporting to	Snr Innovation & Growth Specialist
Purpose	<p>The role will support some ambitious, high growth potential innovative SME’s and help them to Survive, Stabilise and Grow.</p> <p>In tandem, the role will also focus on helping companies to benefit from national and global opportunities so companies could become tomorrow’s global success stories.</p> <p>The Innovation &amp; Growth Specialist will be of exceptional high calibre and capable of being a combination of coach, mentor, critical friend, and champion to this exceedingly demanding group of client companies.</p> <p>It is essential to have experience of supporting and advising SMEs and their management teams at various stages of the business life cycle.</p>

Key Responsibilities	Specific Tasks	Business Objective
To help SME’s to survive and stabilise the business and position for future growth.	<p>Assess and understand the specific needs of innovative SMEs and support them effectively. The key focus will be on helping companies to navigate successfully through their current situation by proving them hands on support and endeavoring to keep them on the path of continuous and growth.</p> <p>To analysis the needs of the business and identify main challenges.</p> <p>To address short-term issues, stabilise the business and agree actions and outcomes.</p> <p>To monitor and support businesses, managing innovation and plan for future growth.</p> <p>To know and understand the regional and national supports available for businesses.</p>	Ensuring innovative businesses receive appropriate support to address their needs and then enable them to look forward, with increased resilience and a focus on growth.



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<p>To act as strategic coach and mentor to clients to support them in developing their own long-term commercialisation plans.</p>	<p>Specifically provide a combination of advice, coaching and mentoring, that will help our companies manage the issues and risks associated with their business, taking into account several external factors. This will include but not be limited to:</p> <ul style="list-style-type: none"><li>• access to funding and finance, including support with investment readiness</li><li>• mentoring around supply chains to make them ready for internationalisation,</li><li>• access to expert/specialist resources,</li><li>• access to infrastructure.</li></ul> <p>To act as a credible strategic coach and mentor to client businesses to identify them and support them in developing a growth strategy and their own long term innovative operations and help them develop new markets by making use of our new partnering platform KNOFER, Innovate UK and other support.</p> <p>The range of clients will be diverse from pre-revenue, small start-up SMEs to larger mid-sized businesses</p>	<p>Exceeds client expectations and delivers to the highest standard.</p> <p>Client-centred, does not compromise the real client need in order to achieve lasting client impact.</p>
<p>To facilitate a holistic analysis of the business to gain an in-depth understanding of its current performance and potential for growth. To assist clients to prioritise issues and identify potential courses of action.</p>	<p>Provide robust strategic advice to SMEs by establishing facts, weighing up pros and cons, examining consequences, and then deliver on the agreed action plans.</p> <p>Able to understand and communicate the key business issues affecting the profitability and growth of an enterprise, along with the factors leading to success in commercialising innovative ideas.</p> <p>Has sufficient knowledge of the strategic choices, practical process and current issues (such as marketing, access to finance, intellectual property, business development, etc.) to be credible with clients.</p>	<p>Delivery of innovative projects and development of relationships with quality clients.</p>



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<p>To select business support services that meet the agreed needs, from the full range of private and public sector providers.</p>	<p>Maintain knowledge of network, through attendance at events and other networking opportunities.</p> <p>To identify business needs and signpost as necessary and appropriate.</p> <p>To work with companies to develop a growth strategy, as appropriate and tailor available support to deliver the objectives.</p> <p>To collaborate on the delivery of events, to promote the IUK Edge offer.</p> <p>To work as part of the wider local delivery organisation team referring companies to the other specialist where appropriate and in the interests of the company.</p> <p>Work with innovate UK colleagues and key stakeholders to Identify and map external support available for companies and to enable them to benefit from range of services</p>	<p>Ensuring clients receive appropriate advice and are able to access relevant publicly or privately provided services.</p> <p>Able to act as a sounding board for clients, encourage them and provide clarity and direction when uncertain, communicate bad news and explain client's responsibilities.</p>
<p>Identify innovative businesses with the best growth potential.</p>	<p>Handle leads and enquiries to ascertain suitability for Innovation &amp; Growth support and services. Create leads, convert and deliver services and advice to clients to meet your individual and the team's targets.</p> <p>Making appropriate and required records on the relevant systems, reports and documentation to comply with Innovate UK requirements.</p> <p>Account manage a portfolio of clients and deliver bespoke support packages by working with companies one-to-one</p> <p>Record and update data regularly into the appropriate CRM systems.</p>	<p>Develop quality portfolio of clients aligned to fulfil the objectives and priorities of Innovate UK funded projects.</p> <p>Actively builds professional and effective working relationships with clients and maintains them over time.</p>



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Candidate Profile

Element	Essential	Desirable
<p>Knowledge and Experience</p>	<p>General knowledge of a specialism in one or more of the following areas:</p> <p><b>Funding &amp; Finance:</b> Experience of raising finance either through IUK/European funding or through other financial vehicles ie. start-up loans, local grants</p> <p>Understanding P&amp;L and balance sheets, concepts such as ROI, breakeven, cash-flow and working capital</p> <p>An understanding of what investors are looking for in a company looking to raise finance</p> <p><b>Industrial:</b> have experience working in/around an industrial environment</p> <p>Understanding of supply chain and various intermediaries involved</p> <p>Experience or knowledge of being directly involved in new product or service development</p> <p><b>Innovation Management:</b> Ideally have experience of using strategic management tools with clients.</p> <p>Business acumen and enough experience to credibly mentor Senior Managers in development of differentiated business models.</p> <p>Experience of helping service and manufacturing companies embrace innovation in their processes and business models</p> <p>Experience of leading workshops in developing and pivoting business models in response to changing market perceptions.</p> <p>Application of 'Lean start-up' principles to ensure responsive and effective, dynamic business strategies for innovation fueled growth (minimum viable product, business model pivoting</p>	<p>Knowledge/Experience of working in emerging markets.</p> <p>Demonstrable interest in and understanding of venture capital investment and Sustainability issues.</p> <p>Knowledge or experience in Innovation Policy and related programmes.</p> <p>Experience working in or with the following sectors: Manufacturing, Tech, Creative, Digital, Urban, MedTech.</p> <p>Knowledge of SME development issues.</p> <p>Knowledge of other business disciplines that impact on business performance.</p> <p>Knowledge and experience of issues under the Sustainability agenda, including Circular Economy, Energy Efficiency, Infrastructure etc.</p> <p>a) Business and innovation strategy (vision and strategic focus on innovation; implementation of strategy)</p> <p>b) Organisation &amp; Culture (organisational structure, corporate culture &amp; climate)</p> <p>c) Innovation life cycle (idea management, process development, launch &amp;</p>



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	<p>etc.).</p> <p>Able to help the companies establish clear, impact driven measurable goals for its innovation strategy with alignment to the overall business growth strategy.</p> <p><b>Internationalisation:</b> Ideally, have exposure to International collaboration and strategic partnering (challenges/processes/region specific knowledge)</p> <p>Have a global mindset and experience in the legal and operational aspects of doing business abroad.</p>	<p>continuous improvement)</p> <p>d) Enabling factors (HR &amp; Incentives, IT, Marketing)</p> <p>e) Change / Transformation management</p> <p>f) Market validation and commercialisation of new ideas (incl. pricing strategy/model, distribution channels, access to funding &amp; finance)</p> <p>g) Experience of working with high growth companies.</p>
Skills	<p>Good financial, analytical, reasoning and decision-making skills</p> <p>From a risk perspective, ability to assess business plans, financial accounts and ancillary information, including personal assessment of potential borrowers</p> <p>Able to express ideas clearly, both verbally, face-to-face, by telephone, and in written communications and actively listen to others logically and accurately.</p> <p>Able to accomplish the goal by efficiently establishing an appropriate course of action for self and others.</p>	<p>Strong communication skills</p> <p>Excellent social skills</p> <p>Effective networker</p>
Qualities	<p>Willingness to learn</p> <p>Team player</p> <p>Flexibility and openness</p> <p>Positive outlook</p> <p>Drive and determination</p> <p>Effective in identifying problems, seeking pertinent data and recognising important information to solve complex problems and deal with new issues.</p> <p>Actively influences events, rather than passively accepts them, sees opportunities and acts on them and</p>	<p>Interpersonal sensitivity and rapport</p>



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	<p>originates action.</p> <p>Actively participates as a full member of a team, effectively contributing and sharing information even when it is of no direct personal interest</p>	
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Qualifications		
Other	<p>The following is a guide to the behaviours expected from an Innovation &amp; Growth Specialist:</p> <ul style="list-style-type: none"> <li>• Observe high standards of personal honesty and integrity, and act impartially.</li> <li>• Discharge duties reasonably, comply with the law, including international law and treaty obligations and uphold the administration of justice.</li> <li>• Deal with the affairs of the public sympathetically, efficiently, promptly and without bias or maladministration.</li> <li>• At no time engage in activities that might bring discredit on Innovate UK.</li> <li>• Should not misuse their position or information acquired in the course of their duties to further their private interests or those of others.</li> <li>• Must not put themselves in a position where their duty and private interests' conflict or cause such suspicion.</li> <li>• Must not make use of their position to further their own or others' private interests.</li> <li>• May not engage in consultancy work on behalf of any company with which Innovate UK or EEN has a contractual relationship or some other close official relationship.</li> <li>• Ensure their attitude towards others carries no trace of unfair discrimination affecting working relationships, behavior or judgement. Habit and lack of thought is no excuse.</li> <li>• All staff have the right to be treated with dignity and respect whilst carrying out their duties or on the Company's premises. Harassment or bullying in any form is totally unacceptable.</li> </ul>	