

## Job Description

Job Title	Innovation Adviser
Reporting to	Business & Innovation Team Manager
Purpose	<p>To help SMEs to survive the immediate Covid-19 crisis, then to stabilise the business and position it to grow as conditions and markets recover.</p> <p>To make a significant contribution to the development of the competitiveness of London businesses, through advising a number of those with the best potential to grow as a result of their innovative ideas.</p> <p>Newable Innovation work in partnership with Innovate UK and Enterprise Europe Network to support the commercialization of business ideas.</p>

Key Responsibilities	Specific Tasks	Business Objective
To help SME's to survive the immediate Covid-19 crisis, stabilise the business and position for future growth.	<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.</p> <p>To know and understand the regional and national supports available for businesses.</p> <p>To monitor and support businesses, managing innovation and plan for future growth.</p> <p>To support growth plans.</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.
Identify innovative businesses with the best growth potential for commercialisation their ideas	<p>Handle leads and enquiries to ascertain suitability for innovation support and services. Create leads, convert and deliver services and advice to clients to meet your individual and the team's targets. Making appropriate and required records on the relevant systems, reports and documentation to comply with Innovate UK requirements as well as ISO standards.</p>	<p>Develop quality portfolio of clients aligned to fulfil the objectives and priorities of Newable's EEN and Innovate UK funded projects.</p> <p>Actively builds professional and effective working relationships with clients and maintains them over time.</p> <p>To ensure that innovation projects conform to the ISO standards.</p>

<p>To act as strategic coach and mentor to clients to support them in developing their own long term innovation commercialisation plans</p>	<p>To act as a credible strategic coach and mentor to client businesses to identify them and support them in developing a commercialisation strategy and their own long term innovative operations and help them develop new markets making use of EEN, Innovate UK and other support. The range of clients will be diverse from small start-up SMEs to larger mid-sized businesses</p>	<p>Exceeds client expectations and delivers to the highest standard. Client-centred, does not compromise the real client need in order to achieve a 'sale' or output.</p> <p>Client satisfaction above the minimum standard.</p>
<p>To facilitate a holistic analysis of the business to gain an in-depth understanding of its current performance and potential for commercialising Innovative ideas. To</p>	<p>To use available and specified diagnostic tools in order to develop an innovation commercialisation business plan.</p> <p>Able to understand and communicate the key business issues affecting the profitability and growth of an enterprise, along with</p>	<p>Delivery of innovation projects including Innovate2succeed targets and development of relationships with quality clients.</p>

assist clients to prioritise issues and identify potential courses of action.	the factors leading to success in commercialising innovative ideas. 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.	
To select business support services that meet the agreed needs, from the full range of private and public sector providers – ensuring wherever possible that the customer may choose from a number of providers	<p>Maintain knowledge of network, through attendance at events and other networking opportunities. It will require extensive travel throughout London and some national and international travel.</p> <p>To identify business needs and signpost as necessary and appropriate.</p> <p>To work with companies to develop an innovation commercialisation strategy and tailor available support to deliver the objectives.</p> <p>To organise events, as agreed at regional level, to promote various sectors initiatives.</p> <p>To work as part of the wider local delivery organisation team referring companies to the other advisers where appropriate and in the interests of the company.</p>	<p>Ensuring clients receive appropriate advice and are able to access relevant publicly or privately provided services, including EEN, Innovate UK services.</p> <p>Able to act as a sounding board for customers, encourage them and provide clarity and direction when uncertain, communicate bad news and explain client’s responsibilities.</p>

## Candidate Profile

Element	Essential	Desirable
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>Strong communication skills</p> <p>Excellent social skills</p> <p>Effective networker</p>

	<p>Able to accomplish the goal by efficiently establishing an appropriate course of action for self and others.</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 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>	<p>Sense of humour</p> <p>Interpersonal sensitivity and rapport</p> <p>Quick thinker</p>
Knowledge and Experience	<p>General knowledge of or specialism in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>a) Business and innovation strategy (vision and strategic focus on innovation; implementation of strategy)</li> <li>b) Organisation &amp; Culture (organisational structure, corporate culture &amp; climate)</li> <li>c) Innovation life-cycle (idea management, process development, launch &amp; continuous improvement)</li> </ul>	<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: Tech, Creative, Digital, Urban, MedTech.</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>Experience of working with high growth companies.</p> <p>Preparation of reports and output statistics.</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>
Qualifications		Graduate calibre
Other	<p>The following is a guide to the behaviour expected from an Innovation Adviser:</p> <ul style="list-style-type: none"> <li>• Observe high standards of personal honesty and integrity, and act impartially.</li> <li>• Must not lay themselves open to suspicion of dishonesty.</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>• Must not accept gifts, hospitality or benefits of any kind from a third party that might be seen to compromise their personal judgement or integrity and should consider very carefully propriety or possible conflict of interest.</li> <li>• Neither the Innovation Adviser nor any member of their family should accept a gift or hospitality, which would, or might, appear to place the officer under any obligation to the donor, compromise</li> </ul>	

	<p>their impartiality or otherwise be improper.</p> <ul style="list-style-type: none"> <li>• Before accepting any hospitality, the Innovation Adviser should be satisfied that it is conventional hospitality, normal and reasonable in the circumstances, is in the interest of the provision of the innovation support services and will contribute to its objectives. Also consider             <ul style="list-style-type: none"> <li>– The perceived value and whether it will give rise to criticism</li> <li>– The frequency - is it more than would be regarded normal</li> <li>– The potential for embarrassment</li> <li>– The nature of any relationship with the Innovation Team</li> </ul> </li> <li>• All hospitality must be registered.</li> <li>• Ensure their attitude towards others carries no trace of unfair discrimination affecting working relationships, behaviour or judgement. Habit and lack of thought is no excuse.</li> </ul> <p>All staff has 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.</p>
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## Conditions and Remuneration

Starting salary	Competitive Salary
Benefits	Newable Benefits Package
Hours	35 hours per week
Location	140 Aldersgate Street, London EC1A 4HY
Holidays	25 days per annum

**Newable is committed to equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other protected grounds. Disabled people who meet all of the essential criteria will be invited to interview.**

Innovate UK