

Job Description

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| Job Title | Innovation & Growth Specialist |
| Reporting to | Innovation & Growth Specialist Team Manager |
| Purpose | <p>To make a significant contribution to the development of the competitiveness of SMEs, through advising an account managed portfolio of businesses that have the best potential to develop their innovative ideas.</p> <p>The role will support some of the most ambitious, high growth potential innovative SMEs in London (or elsewhere) and help them to grow and scale, while participating in lead generation to identify and nurture other businesses starting to show similar attributes.</p> <p>The role will also focus on helping companies to benefit from national and global opportunities so companies could become tomorrow's global success stories. Newable Advice works in partnership with the Innovate UK network and other partners to support these businesses.</p> <p>The Innovation & Growth Adviser 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. It is mandatory to have some experience of supporting and advising SMEs and their senior management teams at various stages of the business life cycle.</p> |

| Key Responsibilities | Specific Tasks | Business Objective |
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| To help SMEs develop their business and position for future growth. | <p>To assess, analysis and understand the needs of the business and identify main challenges.</p> <p>To know and understand the regional and national supports available for businesses.</p> <p>To monitor and support businesses to manage innovation and plan for future high levels of 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. |

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| <p>Identify innovative businesses with the best growth potential for commercialisation of their ideas</p> | <p>Handle leads and enquiries to ascertain suitability for innovation support and growth services.</p> <p>Create leads 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 as well as ISO standards.</p> <p>Account manages 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 high growth clients aligned to fulfil the objectives and priorities of Newable's 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.</p> <p>To identify them and support them in developing a growth strategy, their own long term innovative operations and help them develop new markets making use of Innovate UK and other support.</p> <p>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.</p> <p>Client-centred, does not compromise the real client need to achieve a 'sale' or output.</p> <p>Client satisfaction above the minimum standard by supporting the development of memorable impacts/outcomes.</p> |
| <p>To facilitate a holistic analysis of the business to gain an in-depth understanding of its current performance and potential for growth.</p> <p>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 plan.</p> <p>To use available and specified diagnostic tools to develop an innovation commercialisation business plan.</p> | <p>Delivery of innovation and growth service offering, targets, and development of relationships with quality clients.</p> |

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| | <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 processes, and current issues (such as marketing, access to finance, intellectual property, business development, etc.) to be credible with clients.</p> | |
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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

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.

To identify business needs and signpost as necessary and appropriate.

To work with companies to develop an innovation commercialisation strategy and tailor available support to deliver the objectives.

To organise events, as agreed at regional level, to promote various sectors initiatives.

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.

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.

Ensuring clients receive appropriate advice and can access relevant publicly or privately provided services, including Innovate UK services.

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.

Candidate Profile

| Element | Essential | Desirable |
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| 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> |

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| <p>Qualities</p> | <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, acts on them, and originates action.</p> <p>Actively participates and collaborates 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> |
| <p>Knowledge and Experience</p> | <p>General knowledge of or specialism in one or more of the following areas:</p> <p>Funding & Finance: Experience of raising finance either through IUK/European funding or through other financial vehicles (private investment).</p> <p>Understanding P&L and balance sheets, concepts such as ROI, GVA, ratios, breakeven, cash-flow and working capital.</p> <p>An understanding of equity finance and what investors are looking for in a company looking to raise finance.</p> <p>Industrial: have at least a few years' experience working in/around an industrial environment.</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: 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> |

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| | <p>Understanding of supply chain and various intermediaries involved.</p> <p>Experience of been directly involved in new product or service development.</p> <p>Innovation Management: a few years' experience of using innovation/strategic management tools within an SME/MNE environment.</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 fuelled growth (minimum viable product, business model pivoting 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>Internationalisation: exposure to international collaboration and strategic partnering (challenges/processes/region specific knowledge). Have a global mindset and experience in the legal and operational aspects of doing business abroad.</p> <p>Accurately maintaining CRM records, preparation of reports and output statistics.</p> | <p>Knowledge and experience of issues under the Sustainability agenda, including Circular Economy, Energy Efficiency, Infrastructure etc.</p> <p>Business and innovation strategy: Vision and strategic focus on innovation; implementation of strategy</p> <p>Organisation & Culture: Structures, corporate culture & climate, enabling factors (HR & Incentives, IT, change/transformation management),</p> <p>Marketing: Market validation and commercialisation of new ideas (incl. pricing strategy/model, distribution channels, access to funding & finance)</p> <p>Innovation life cycle: Idea management, process development, launch & continuous improvement</p> <p>Experience of working with high growth companies.</p> |
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| Qualifications | Graduate calibre |
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| Other | <p>The following is a guide to the behaviour expected from an Innovation Adviser:</p> <ul style="list-style-type: none"> • Observe high standards of personal honesty and integrity, and act impartially. • Must not lay themselves open to suspicion of dishonesty. • Discharge duties reasonably, comply with the law, including international law and treaty obligations and uphold the administration of justice. • Deal with the affairs of the public sympathetically, efficiently, promptly and without bias or maladministration. • At no time engage in activities that might bring discredit on Innovate UK EDGE, Newable or its subsidiaries. • Should not misuse their position or information acquired in the course of their duties to further their private interests or those of others. • Must not put themselves in a position where their duty and private interests conflict or cause such suspicion. • Must not make use of their position to further their own or others' private interests. • May not engage in consultancy work on behalf of any company with which Innovate UK has a contractual relationship or some other close official relationship. • 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. <p>Neither the Innovation & Growth Specialist 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 their impartiality or otherwise be improper.</p> |

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| | <ul style="list-style-type: none"> • Before accepting any hospitality, the Innovation & Growth Specialist 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"> – The perceived value and whether it will give rise to criticism – The frequency - is it more than would be regarded normal – The potential for embarrassment – The nature of any relationship with the Innovation Team • All hospitality must be registered. • 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. <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

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| 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 the essential criteria will be invited to interview.