**The Growth Company**

**Role Profile**

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| **Job Title:** | Development Lead - Energy Innovation Agency | **Date:** | June 2024 |
| **Reporting Line:** | Director of Innovation  | **Job Level:** | 14 |
| **Department:** | Energy Innovation Agency (EIA)  | **Business Area:** | Business Support and Business Finance |

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| JOB PURPOSE |
| The key purpose is to provide business development and associated project management support to the Energy Innovation Agency (the Agency), a unique public / private partnership organisation, to realise its objectives and those of its constituent funders and partners.The post is required to identify, develop, and realise a pipeline of energy innovation opportunities (projects), to enable the commercialisation of innovative products and services AND to facilitate the rapid decarbonisation of the UK economy (starting with Greater Manchester), The post reports to and will work closely with the Innovation Director to oversee and facilitate the effective realisation of the Agency’s aims and objectives which support the Greater Manchester 5-year Environment Plan.There are currently multiple barriers to the speedy commercialisation of innovative technologies, and the decarbonisation of businesses and communities. This position will be central to the Agency’s efforts to remove these barriers. A key asset of the Agency is the ability to build on existing relationships to deliver additional opportunities and benefits to partners, and to also identify and crystalise new relationships that will further the ambitions of the Agency, our partners, and the decarbonisation of Greater Manchester. This position plays a crucial part in that stakeholder engagement, relationship-building, and opportunity-creating role. |

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| **KEY RESPONSIBILITIES**  |
| The Development Lead is responsible for providing a suitably engaged customer base to enable the Agency to facilitate product and service innovation which responds to a known demand or need where a clear route to market can be mapped. The Development Leads role is:* To lead on the day-to-day business development, by attracting and locating the best innovations and identifying the best opportunities to realise a pipeline of suitable innovation opportunities for the Agency and its client to develop and deploy,
* To proactively identify, build and engage, productive relationships with and co-ordinate a wide range of customers, stakeholders, and potential buyers.
* To provide project management support for the Agency ensuring that work packages, including for grant projects, are delivered according to the project plans, timelines and on budget.
* To develop and manage all monitoring, reporting, evaluation, communication, and evidence systems to meet the objectives of the Agency and our partners
* To produce high quality, timely reports, and briefings, pulling together complex information from numerous sources (when required)
* To utilise, motivate, direct, and develop the skills of the wider Agency team across all stakeholder organisations in support of its objectives.
* To effectively manage and control the project budget, producing expenditure forecasts, taking accountability for resources allocated and provide regular updates to the Agencies Board and partners
* To successfully manage risk through effective analysis, mitigation, and contingency planning. Develop and manage appropriate risk and issues logs, monitoring, updating, and reporting progress against these.
* To manage all project documentation, including management of effective record keeping and version control of project documentation
* To manage procurement arrangements and relationships with suppliers working closely with the Procurement Team. Ensuring that individual and multiple projects are effectively resourced and that all key stakeholders are identified, and roles and responsibilities agreed and communicated effectively.
* To identify and support the development and writing of innovation funding bids for innovation consortia projects, which help support Agency income.
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| **KNOWLEDGE, SKILLS, AND EXPERIENCE** |
| **Essential Skills:*** **Business Development:** Ability to identify, build, develop and maintain a diverse network of relationships which result in suitable innovation opportunities for the Agency to develop.
* **Demonstrating Resilience:** Handles resistance to change sensitively but with purpose, promoting a flexible approach.
* **Working Together:** Builds support and consensus around decisions they make and effectively manages the expectations of different parties to achieve 'win-win' where possible and to close the deal.
* **Personal Responsibility:** Measures and monitors to ensure they are on top of results and takes ultimate responsibility for ensuring outcomes and targets are met.
* **Positively Aspiring:** Drives change by persuading and influencing others and coaches’ others to take responsibility for change.
* **Project management skills:** Proven ability in developing project schedules that clearly defines the timeline required to achieve the required outcomes, with expertise in identifying and monitoring complicated interdependencies, identifying, and managing the critical path and utilising the schedule in budget forecasting and planning future resource requirements.
* **Planning and organising skills:** Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload, whilst maintaining a strategic focus, to progress various ideas and plans concurrently.
* **Communication skills:** Reacts positively in opposition and conflict, taking the opportunity to persuade others of own point of view and defends own position with logical and unemotional arguments. Able is negotiate and influence a broad range of customers, academics, and potential buyers to realise the desired outcomes for the Agency. Confident public speaker.
* **People management skills:** Has ability to identify, secure and direct resources for a wide area with diverse staff with clear risks attached to decisions. Ability to define and articulate a strong sense of purpose and engender commitment across individuals and groups to a set of shared objectives.
* **Problem solving & decision-making skills:** Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
* **Analytical Skills:** Ability to assess credibility of businesses and technologies and to work alongside relevant partners to assess suitability for deployment and projects.

**Knowledge and Experience:**We would like to hear from candidates that meet the criteria below or who can demonstrate capability through other comparable skills and experience.* Knowledge of the UKs energy systems and the implications of a net zero energy transition
* Experience in energy product and / or service innovation, ideally with a net zero focus.
* Experience of identifying and securing third party interest in developing innovation opportunities using multiple funding sources and or public, private, or academic partners
* Experience in identifying and bidding for public and private innovation funding
* Experience of delivering high impact public presentations and written briefs to potential customers
* Experience of successfully managing and delivering complex or high value projects
* Experience of successfully working in multi-disciplinary, multi stakeholder project teams.
* Experience of successfully delivering at least two full project lifecycles
* Experience of production of high-quality project management information and reports
* Experience of managing budgets and financial reporting
* Degree level or relevant professional qualification

**Personal Style:*** Ability to understand, demonstrate and apply GC values: Make a positive difference, Stronger together, Empower people, Do the right thing, Build on success
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| **CONTEXT** |
| This is an exciting and ground-breaking opportunity to become part of the Energy Innovation Agency, which has a clear goal: to accelerate the energy transition towards a carbon-neutral economy, increasing the adoption of innovative energy solutions in Greater Manchester (GM) and beyond, and to speed-up the reduction of carbon emissions.The Agency is supporting energy innovators to scale-up their solutions in the GM city region, through support from our partners, who include:• Bruntwood• GMCA• Growth Company• Hitachi Europe• Manchester Metropolitan University• SSE• The University of Manchester• The University of SalfordIf you are passionate about solving real world challenges, we have a unique and exciting opportunity to make a positive difference in a dynamic, proactive, city region for an Innovation Project Manager (IGM) to support the Agency on its journey.Website: [Energy Innovation Agency](https://energyinnovationagency.co.uk/) |



