

Innovate UK

Graduate Role Profile

'We are delighted to launch our 2nd Graduate Scheme. We didn't embark on this lightly and have identified a range of interesting roles that deliver real outcomes, whilst providing a sound career foundation in business and innovation. The scheme is backed by our commitment to your personal development with a programme of training.'

'We are building on the clear success of our 1st Graduate Scheme. This is a valuable opportunity to develop new talent, which will contribute to our future and in turn to the future success of the UK economy.'

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|---------------------|--|
| Title: | Graduate - Operations |
| Directorate: | Operations - Pre and Post-Award |
| Band: | 5 |
| Salary: | £24,000 |
| Reports To: | Various |
| Location: | Swindon |
| Contract: | 2 year Fixed-Term Contract |

The Organisation:

Innovate UK is the UK's innovation agency. We know that taking a new idea to market is a challenge. We fund, support and connect innovative businesses through a unique mix of people and programmes to accelerate sustainable economic growth.

For more information please visit www.innovateuk.org

The Roles (in brief):

We are recruiting a number of operational roles across the following key business areas of the Operations Directorate:

- Pre-Award
- Post-Award

These positions will work alongside current team members in diverse team covering our Competitions process, Grants and Claims and well as Project Monitoring and Project Finance. Successful applicants will support the overall aims of Operations and their team. Furthermore each role will work as part of the 2017 Graduate cohort to deliver ad-hoc project work more broadly across the organisation.

Job Purpose:

The Operations Delivery function and is responsible for ensuring that Technology programme and other R&D support products are delivered effectively; to the satisfaction of its customers at a minimum of administrative overhead.

As a Graduate in the Operations Directorate you will report to a specialist Manager and begin a process of on the job learning and development that will encompass the end-to-end Operations process at Innovate UK, giving you grounding in our systems, processes and people. You will be situated in either Pre or Post-Award as your key area of focus, but during your first year you will undertake placements in other areas of the wider Directorate including process improvement and our PMO.

Training Opportunities:

Graduates joining the organisation will undertake a combined programme of both on-the-job training and core learning development, which will occur as part of the Graduate cohort. Training will be varied and tailored to supporting your development in Innovate UK and more broadly to kick-start your career, modules include presentation skills, impact, resilience, managing others plus many more.

Beyond initial training in the first year, to build a core understanding of the organisation, how it works and the environment that it operates in, there are a wide range of potential training and development opportunities to explore as you grow during your time with Innovate UK.

Our 2015 Graduate intake have already developed into a variety of more senior roles across the organisation.

Key Responsibilities and Accountabilities:

- As an Operations Graduate you will rotate across teams within your given area of Operations, Pre or Post-Award
- During this time you will undertake tasks as directed by the relevant team manager following a development plan to learn the end-to-end processes of each function Task will be inclusive of, but not limited to:

Pre-Award – Competitions:

Innovate UK, North Star House, North Star Avenue, Swindon SN2 1UE
Telephone +44 (0)1793 442 700 Email support@innovateuk.gov.uk
www.innovateuk.org

Innovate UK is the new name for the Technology Strategy Board, an executive non-departmental public body sponsored by the Department for Business, Innovation and Skills. The Technology Strategy Board is incorporated by Royal Charter in England and Wales with company number RC 000818. Registered office: North Star House, North Star Avenue, Swindon SN2 1UE

- Learn from and provide support to the wider Competitions team
- Assist in development and production of relevant documentation
- Arrange and attend panel meeting/events as required
- Maintain Assessor records

Project Finance:

- Support with financial viability review of applicants to assess suitability for grant provision
- Assist analysts with eligibility review of detailed project information in application documents, associated appendices and finance forms to establish compliance with policy, guidance and State Aid
- Liaise with applicants to resolve issues identified by financial review, including timely documentation as supporting evidence
- Provide administrative support to the wider Project Finance Team

Post-Award –

Monitoring and Claims:

- Co-ordinate the timely delivery of project information to ensure effective management and control of the projects
- Work as part of the Team to process and approve all aspects of the workload as required to the required quality and timescales, and including but not limited to data cleansing, project set-up, management of customer-led queries including telephone and email enquiries
- Assist with ongoing process improvement
- Develop and take responsibilities for monitoring processes including budget and planning
- Support and liaise with the Monitoring Officers and Monitoring Liaison Officers
- Contribute to the overall resource management and delivery of the Monitoring Team

Grants and Contracts:

- Be responsible for relevant Grants documentation including creation, dissemination and return
 - Support project set-up on the _connect system maintaining accuracy and integrity of data
 - Contribute to ongoing systems and process improvements
- Work independently and as part of the Operations Graduate Team to undertake process improvement projects and general project work as directed
 - You will be willing to be trained in the relevant technologies adopted by the organisation in the near future
 - Ad-hoc project work as directed by senior management

This is an outline description of the key responsibilities and accountabilities involved in the job. It is not exhaustive and may be revised from time to time.

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Person Specification:

Qualifications:

To apply you must be educated to Undergraduate degree level in a relevant discipline (see below), be due to graduate in the coming year or have graduated in the last 12 months.

We require a minimum degree classification of 2.1 or, if you have yet to graduate, a minimum expected classification of 2.1.

Innovate UK reserve the right to withdraw your place on the Graduate Scheme should you fail to obtain the minimum classification of 2.1.

Experience:

Essential –

- Understanding of structure of government and the UK's innovation landscape
- Understanding of the wider Technology sector and with a broad and up-to-date understanding of important technology trends more generally
- A clear track-record of delivering work to tight deadlines
- Used to working as part of a team to achieve results
- Experience of data analysis/synthesis

Desirable –

- Understanding of key Innovate UK partner organisations such as the Research Councils
- Experience of working for or being involved with an innovative and forward thinking environment in either the Public or Private sector

Skills:

- A proven team player
- Able to drive your own development
- Solution focused with a 'can-do' approach
- Technically 'inquisitive'
- Proven project working skills
- Self-organisation and prioritisation skills to manage a workload in order to meet deadlines
- Analytical, numerical and problem-solving abilities, including the aptitude to quickly understand new issues and to identify solutions
- Strong communication skills (both written and oral), and the ability to produce clear, concise and accurate presentations and documents
- Able to build effective working relationships
- Strong IT literacy
- The ability to respond calmly under pressure
- Have the confidence to take calculated risks where necessary to deliver results
- The ability to thrive in agile/changing environment (it is envisaged that the role will evolve over the coming 12-18 months)

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Interests:

- Curious about technology and its applications
- Culturally engaged, interested in the world around you
- An interest in the global innovation landscape would be preferred
- Interest in or awareness of global development issues desirable
- Awareness of and interest in the national and international political and cultural landscape and its impacts on the wider work of Innovate UK

Competencies:

As with all roles at Innovate UK applicants will need to demonstrate compatibility with and capability against our Core Competencies:

Thinking and Problem Solving – Stakeholder management – Communication skills – Influencing
– Self-awareness/self-management – Strategic awareness – Working with others– Project management

Travel Requirements:

- The role is primarily office based in Swindon, however the candidate may be required to travel to London and other locations for a small proportion of his/her time

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