

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.'

Title:	Graduate Analyst - Development
Directorate:	Development
Band:	5
Salary:	£24,000-£26,000
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 Graduate roles across our Development Directorate:

- Graduate Analyst – Fund Portfolio
- Graduate Analyst – Connect Portfolio
- Graduate Analyst – Partner Portfolio

These positions will work alongside current team members supporting them and the overall aims of the relevant Directorate. 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 post holder will be responsible for working across their Directorate and specific areas of focus to support in managing information, undertaking key project work and providing reports and analysis as required by Innovate UK and partner organisations. The aim will be to deliver assigned tasks and build a comprehensive network and engage effectively with the broad range of functions included in the Development Directorate, including:

- International Partnerships
- Resource Portfolio
- Economics and Evidence
- Investor Partnerships
- UK and Government Engagement
- Research Portfolio
- Cities and Regions
- Business Networks
- Capital and Property
- Markets and Insights

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:

- Understand the relevant Directorate and its portfolio of work, as well as the actions that support it
- Gain an in-depth knowledge of the role and activities of Innovate UK

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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

- Build and nurture a broad network across Innovate UK and partner organisations for the benefit of the Development group
- Perform a Graduate analyst role within the relevant team, to support in performing both overarching and detailed analysis of various activities within the Directorate as well as some portfolio management support, if required
- Support in developing and implementing information and reporting processes
- Support team members to develop and deliver reports and analysis
- Work with the wider organisation to capture summary Project and Impact data
- Support the function in making the most of background data (project information, academic literature, patent literature, consultancy reports, technical press literature, commercial and technical competitors) that is relevant to the activities being considered and developed
- Responsible for maintaining/updating content on relevant sites and platforms
- Support in relationship management and building with partner organisations
- Utilise social media/blogging to enhance the reputation of Innovate UK and the wider profile of the team and organisation
- Support with and deliver 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.

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
- Experience of report/document production to a high standard
- Understanding of the wider Technology sector and with a broad and up-to-date understanding of important technology trends more generally
- Understanding of current and evolving key UK and global business environment
- A clear track-record of delivering work to tight deadlines
- Used to working as part of a team to achieve results
- Experience of high level data analysis

Desirable –

- Maintenance and management of data/records for audit and data integrity purposes

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- Understanding of key Innovate UK partner organisations such as the Research Councils
- Experience in process intensive service-orientated/research/competitive procurement environment in an innovation or research and development led organisation.
- 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 work/management skills
- Self-organisation and a demonstrable ability to manage a workload in order to meet tight deadlines
- Keen prioritisation skills
- Clear analytical and problem-solving abilities, including the aptitude to quickly understand new and complex issues and to identify and apply solutions
- Exceptionally strong communication skills (both written and oral), and the ability to produce clear, concise and accurate presentations and documents
- Able to build relationships and rapport with internal and external stakeholders
- Demonstrably strong numerical skills with the ability to analyse data quickly
- Strong IT literacy including detailed spreadsheet and document management skills
- Ability to manage demands of multiple stakeholders whilst protecting the integrity and ownership of documented processes
- The ability to respond calmly under pressure and to make impartial and well-considered judgments in complex situations as and when required
- 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)

Desirable –

- Developed negotiating skills

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:

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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
- The role may require very occasional overseas travel

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