



European Union
European Regional
Development Fund

OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

JOB DESCRIPTION

Head of Innovation & Inward Investment

Introduction: Oxfordshire Local Enterprise Partnership (OxLEP) is one of 38 LEPs operating across England. We are responsible for championing and developing the Oxfordshire economy. Now in our sixth year of operation, OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia and the public sector. This is an exciting opportunity to join a dynamic organisation at a time of growth.

Our Vision: Oxfordshire as a vibrant, sustainable, inclusive, world leading economy, driven by innovation, enterprise and research excellence.

Job Title: Head of Innovation & Inward Investment

Salary: Up to £62,500 per annum depending on experience

Contract: Full time fixed term contract to 31 March 2020 with potential to extend subject to external funding.

Report to: Director of Business Development

Job Purpose:

- Maximise the impact, depth and scale of innovation activity and foreign direct investment in the OxLEP area
- Provide strategic leadership to local partners, promoting the innovation and investment potential of the area with stakeholders such as DIT, Innovate UK and investors
- To lead/support the delivery of the Innovation Strategy through supporting the Innovation sub group, its members stakeholders and partners relevant to its themes
- Lead the inward investment team to deliver the Oxfordshire inward investment proposition to new and existing investors ensuring annual targets are met
- Work alongside the ERDF funded Innovation Support for Business (ISfB) programme to support the delivery of its outcomes

Main Duties:

- Support the Innovation sub group in the delivery of the OxLEP Innovation Strategy, leading, supporting and coordinating the activities of stakeholders as appropriate
- Work with the wider innovation community to identify opportunities to develop and support market sectors and supply chains that are consistent with the long-term innovation led growth ambition for the Oxfordshire economy
- Lead and coordinate a wide range of third party organisations to identify, foster, secure and retain investment that supports the exploitation of innovation across the Oxfordshire economy
- To develop, lead and manage strategic investment propositions across 'Team Oxfordshire' with a particular focus on harnessing the collaborative input of our academic excellence to promote our global assets
- Act as the main innovation and inward investment lead for OxLEP and actively promote and support our potential locally and inter/nationally
- Develop a collaborative approach to engaging key developers, business and science parks and commercial property agents in a way that maximises benefit for all
- Build on the existing infrastructure to optimise the 'Team Oxfordshire' approach to account management of strategic companies
- Support the delivery of the Oxfordshire Science and Innovation Audit objectives

- Develop and actively account manage a pipeline of innovative 'unicorn' companies that have the potential to be the next Immunicore/Oxford Instruments
- To support the commercialisation of Oxfordshire's academic and research strengths into viable high growth companies through close engagement with the University's business development teams
- Actively support the delivery of the ISfB programme and outputs

Relationships:

The post holder will be expected to build positive and effective working relationships with the following staff and stakeholders:

- OxLEP Board, management and staff
- Oxfordshire's innovation and investment/development communities
- Key enablers within our academic and research infrastructure – i.e. Universities and 'big science' establishments
- Partners supporting delivery of innovation strategy
- Central and local government departments/ representatives particularly BEIS and Innovate UK

General accountabilities:

- To be responsible for ensuring that all relevant policies and procedures are adhered to and concerns are raised in accordance with these policies
- Undertake such other duties as may reasonably be required of you as required to support the business needs including maintaining business continuity
- Comply with individual responsibilities for health and safety in the workplace including taking action to reduce the risk to self and others and contributing to the maintenance of a health and safe working environment
- Act and lead on stakeholder engagement in the innovation arena in Oxfordshire

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

SELECTION CRITERIA

Job Title: Head of Innovation & Inward Investment

Essential knowledge

Education to degree level or equivalent

Extensive understanding of how the innovation eco-system operates and how to maximise its potential

Extensive knowledge of inward investment networks, policies and processes

Broad knowledge and understanding of how academia supports innovative businesses

Specialist experience

At least four years' experience of leading high performing teams within the innovation and/or inward investment field

Experience of developing and managing client and stakeholder relationships at director/CEO level

Experience of working in a fast paced multi stakeholder environment with a focus on delivery

Experience of building and maintaining business development networks

Experience of working in diverse partnerships including local authorities, research institutions and government departments

Experience of ICT systems, particularly Microsoft Office packages to include Word, Excel and PowerPoint

Essential skills

In depth knowledge of and significant experience in managing external stakeholder teams to achieve corporate objectives in similar sized organisation/s, providing direction and leadership

Knowledge and experience of developing propositions to maximise inward investment

In depth knowledge of Government innovation and foreign direct investment infrastructure, their complexities and regulations

Extensive knowledge and understanding of economic development and inward investment principles

Familiarity with a range of innovation and investment focussed public sector funding sources and their regulations

Advanced communication and presentational skills

Experience of developing and implementing successful strategies

In depth understanding of working with businesses and associated representative organisations, Universities, Colleges and Local Government stakeholders

Experience of preparing/reporting at Board level in an equivalent public/private sector organisation

Ability to create effective connections and enable working across the boundaries of politics and management

Effective use of Microsoft office (including Outlook, Word and PowerPoint) and relevant databases

Personal skills

Ability to motivate self, team and wider 'team' and to prioritise and focus self and team and act decisively

Customer focussed and outcome orientated

Excellent interpersonal skills that can be used to engage with a wide range of audiences; politically astute

Strong analytical, information and problem solving skills

Communicates orally in a clear, fluent, concise and appropriate way, which holds people's attention both in groups and in one-to-one situations

Excellent facilitation and negotiation skills and experience of consensus building

High standards of integrity, honesty and professionalism

Committed to acting corporately and collaboratively – inside and outside the organisation

Ability to work effectively under pressure, meet deadlines and targets

Ability to travel extensively across the area

Work outside of standard hours including evenings and weekends may be required from time to time including attendance at meetings and events

Employment package

Salary up to £62,500 per annum depending on experience

28 days annual leave per annum

Flexi time policy

Generous contributory pension scheme

The position is offered on a fixed term basis to 31 March 2020. Extension is dependent on securing external funding

For an informal discussion about this role please contact Richard Byard, Director of Business Development on 07584 909508

To apply for this position please send your CV and a covering letter (max 4 pages) outlining your experience against the person specification above to:

Richard Byard, Director of Business Development, OxLEP, Jericho Building, Activate Learning - Oxford, Oxpens Road, Oxford, OX1 1SA or by email richard.byard@oxfordshireLEP.com

Closing date for applications is 12 noon 21 July 2017

Interviews will be held in Oxford on 1 August 2017