

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Project Officer (Innovation and Sector Development)
MANAGED BY:	Programme Manager - Innovation
GRADE:	9 (Scale Point 32-35) - £34,788 - £37,849

BACKGROUND

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership (LEP).

The Innovation and Sector Development Service (ISD) within WECA's Business and Skills Directorate works to implement the Local Industrial Strategy with particular focus on the strategic priority of cross-sectoral innovation.

ISD collaborates closely with the other two services within the directorate, also across the authority, and with the LEP. ISD has a strong external facing focus, working with the regional innovation ecosystem and strength sectors to deliver clean and inclusive economic growth.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invites applicants to contact us to identify any additional support they may need during the recruitment process.

PURPOSE OF THE JOB

To support the Innovation and Sector Development Team within WECA's Business and Skills Directorate in its work implementing the Local Industrial Strategy, supporting clean and inclusive economic growth through:

- research and analysis of national and international innovation developments, funding opportunities and initiatives;
- production of reports, briefings and presentations flowing from the above work;
- support the drafting of funding bids;
- project delivery.

KEY RESPONSIBILITIES

In the context of the implementation and delivery of the Local Industrial Strategy's Innovation and Sector Development agenda:

- develop and maintain an up to date and comprehensive overview of the latest relevant national and international developments, reforms, and funding opportunities;
- identify and research new public and/or private initiatives that drive and encourage collaborative innovation, in order to distil and analyse good practice, knowledge and methodology that can be applied, shared and learnt from in the West of England;
- identify existing, emerging and new funding opportunities that could benefit the West of England by delivering innovative and sectoral focused interventions;
- assist with bid preparation, drafting, submission, and project delivery;
- prepare reports, briefings, visualisations, graphics and presentations for a range of stakeholders (internal and external), flowing from the above work;
- develop, implement and support maintenance of the knowledge management systems of the Innovation and Sector Development Team.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Knowledge of:
 - Economic growth.
 - The West of England economy.
 - Local, national and international developments in innovation and sector development.
 - Funding opportunities aligned to regional and national strategic priorities.
- Graduate qualification and/or equivalent experience

Experience

- Researching a subject matter in breadth and depth.
- Using diagnostic tools, data and evidence to aid decision making.
- Preparing written reports, including recommendations, for senior leaders in public service and business.
- Supporting grant funding applications and bid writing.
- Supporting the delivery of projects and programmes.

Skills and Competencies

- Ability to assimilate new information quickly and accurately.
- Problem solving and analytical skills.
- Ability to translate national and international priorities into a regional and local context.
- Excellent oral and written communication skills.
- Ability to write and support the development of proposals and recommendations.
- Ability and confidence to constructively challenge the status quo.
- A self-starter who can work on their own initiative and as part of a small team.
- Commitment to seeing tasks through from start to completion.

DESIRABLE

- An understanding of public funding and related regulations/legislation.
- An understanding of knowledge management principles and practices.
- An understanding of data analytics.
- Design and digital skills to produce visualisations, infographics and illustrations, to clarify and communicate complicated issues and data and to enhance understanding and decision making.
- Knowledge of or experience in one of the West of England's strength sectors.
- Experience of working within a political environment.

REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata.
- Auto-enrolment into the Avon Pension Fund.
- Cycle to work scheme and secure bike parking.
- Free eye tests for all display screen equipment (DSE) users.
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.