

**Job Description**

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| **Job Title:** | **Innovation Coordinator (Projects and Relationships) x 2** |
| **Department / School:** | **Edinburgh Futures Institute (EFI)** |
| **Reports To:** | **EFI Head of Collaboration** |

**Job Purpose**

The purpose of the roles is to enhance EFI's capacity to deliver challenge-led research and engagement projects in partnership with external bodies in the public, private and third sectors. The roles directly support EFI’s target sectors (financial services and fintech, creative industries, public services, tourism and festivals), working with the Sector Engagement leadership team to produce and deliver meaningful and tangible innovation and engagements.

We are looking for dynamic and detail-orientated individuals with an interest in delivering projects and working with partners from a range of communities. The main task functions will be;

* Project planning and support of innovation activities
* Project delivery and coordination
* Relationship and community management with key contacts and partners
* Communication support and events coordination

The role will be centrally managed within EFI, but priorities and workload will be aligned to and guided by specific EFI Sector Engagement Managers.

Each of the posts will align to two of EFI’s core sectors.

**Main responsibilities**

**Innovation project planning and support (Upstream development) (Approximately 40% of time)**

* General support with organising and sequencing upstream sector-related innovation and engagement activities with partners/sectors (e.g. discovery sessions, challenge workshops, innovation activities).
* Developing briefs for potential activities and engagement and structuring them into projects and activities for delivery.
* Coordinating the different types of engagement activity. E.g. Organising internal resources and external resources needed for delivery of workshops, events, community engagement etc.
* A point of liaison for the sector team, ensuring that internal and external stakeholders are informed about project updates and timelines.
* Being comfortable dealing with people more senior than yourself, internally and externally, and adapting your communication to your audience.

**Project delivery, and coordination (Downstream delivery) (Approximately 40% of time)**

* Coordinating and commissioning project resources and associated admin and logistics (internal and external coordination and contracting)
* Support in the management of documentation, content production, reporting, evaluation.
* Establishing and following processes for projects to be successful and deliver impactful outcomes.
* Interacting with clients, partners, and networks to make connections and build relationships.
* Liaising to organise events, workshops, and meetings, being mindful of the different contexts of the individuals involved.

**Relationship management with key contacts and partners (Approximately 20% of time)**

Key contacts:

* EFI Sector Engagement Managers
* EFI Innovation Services Team
* EFI Business Engagement Executives
* EFI Head of Collaboration
* EFI Director of Business Engagement and Partnerships
* Innovation activity leads and hubs across EFI
* External stakeholders and project partners
* EFI Event and administrative support

**Planning & Organising**

* Planning and managing a programme of work over a project delivery cycle, balancing changing short-term demands with longer-term development milestones.
* Maintaining and updating the Industry Relation Management (IRM) system with relevant data across portfolio of activity.
* Optimising the scheduling of website content creation and revisions in partnership with EFI Communications Team.
* Support relevant sector engagement manager with planning milestones and ensuring completion and delivery of projects.
* Operate as an individual and in a team, with the ability to organise and plan own workload and effectively delegate to others (team members, wider EFI and UoE (University of Edinburgh), and external organisations).
* Organising and managing information to ensure effective high-quality communication through appropriate media.

**Problem Solving**

* Prioritise activities in a resource constrained environment and ensure that the rationale is understood and accepted.
* Juggle competing demands, including ad hoc requests, projects development work and work towards service and outputs improvements.
* Resolve problems arising from changes and/or additions to events and projects. Identifying and communicating agreed alterations with stakeholders and responsible departments.
* Alongside other colleagues, contribute to problem analysis and resolution all aspects of planning and delivery of events and activities, ensuring that outcomes are communicated and understood.
* Collaborate with other Innovation services team members, team managers and key internal stakeholders to plan and produce content that reflects EFI’s ethos and vision.
* Monitor changes to the internal and external environment and take mitigating action by providing creative and innovative solutions.
* Develop new, and change existing, processes to deliver efficiency gains.

**Decision Making**

* Work with EFI Sector engagement managers to develop priorities and workplan
* Prioritise own workload, exercising initiative, resolve and judgement to resolve daily problems and providing advice to senior colleagues on more complex issues as they arise.
* Advise and support the Sector Engagement Managers on priorities for project delivery, work planning and reporting on milestones and risks.
* Ensure a high level of quality, appropriateness, and timeliness of advice in response to enquiries.
* Select the best methods of planning, managing, and delivering events and projects within the budget and time constraints set out.
* Within relevant procurement parameters, analyse and select suppliers that provide suitable, high quality and cost-effective services where relevant.
* Decide how to develop good systems and processes for project updates and communications.
* Utilise professional judgement and excellent understanding of service complexity in order to handle day-to-day problems, with only more serious issues being escalated to manager.
* Resolve priority conflicts (relating to prioritising and delivery) between aspirations and operational feasibility.

**Knowledge Skills and Experience**

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| **Attribute** | **Essential** | **Desirable** |
| **Education, Qualifications & Training** | Relevant qualification, or ability to demonstrate substantial relevant experience delivering innovation and/or engagement projects in a research environment.  Evidence of engaging in continuous professional development/training courses relevant to the role. | Experience in challenge-led innovation or experience working on societal challenges / wicked problems. |
| **Knowledge & Experience** | Interest and practical knowledge of 1 or more of EFI's key Sectors (financial services and fintech, creative industries, public services, tourism and festivals)  Experience of developing effective relationships and establishing trust with colleagues, stakeholders, and client/partner organisations (civic, academic & industrial);  Excellent written and oral presentation skills;  Working knowledge of the challenges and opportunities for innovation (including DDI (Data Driven Innovation)) in one or more of the EFI target sectors (FS and Fintech, Public Sector, Creative Industries, Infrastructure and Tourism);  Established record of successfully coordinating and delivering projects in an academic environment on time, to budget and in line with academic and strategic objectives;  Specific experience of complex, multi-stakeholder engagement to drive innovation and change. | Demonstrable working knowledge and practical experience of 1 or more of EFI's key Sectors (financial services and fintech, creative industries, public services, tourism and festivals)  Experience of working with researchers (professional and/or academic);  Experience of using a data management system (Salesforce, Dynamics etc);  Ability to work in a multi-disciplinary team;  Specific line management experience (temporary project resources or permanent staff);  Strong risk management knowledge and mind set. A track record demonstrating the consistent ability to focus on what can go wrong and taking appropriate and timely mitigating action;  Established record of successfully managing and delivering projects in an academic environment in line with academic and strategic objectives;  Experience of contributing to and management of academic research or/and impact projects |

**Dimensions**

* Contribute to the management of a portfolio of EFI Innovation and Engagement projects.
* Manage multiple concurrent projects;
* Management of project resources (i.e. Specific subcontractors).
* Establishing practices for managing project performance;

**Additional Information**

**The Edinburgh Futures Institute**

At the Edinburgh Futures Institute we challenge, create, and make change happen. We are focussed on tackling today’s increasingly complex issues and shaping a better tomorrow through education and research with a difference. We bring people and disciplines together to spark the unexpected and make new futures possible.

The wider EFI Professional Services team is comprised of approximately 80 members of staff.

The Edinburgh Futures Institute is now in it’s new home, the restored Old Royal Infirmary on Lauriston Place. This Category-A listed building has 21,300 m² of floor space, over a quarter of which is new construction. The multi-occupancy buildings includes teaching and event spaces, office space, meeting rooms, a café and other support spaces.

After inception and start up the Edinburgh Futures Institute is now in a growth stage as it begins to open and operate its premises on Lauriston Place. The Institute adopts a highly collaborative and flexible approach towards work and offers a supportive and engaged working community.

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.