

Job Description

Job title	Project Manager
Team	Broadland Food Innovation Centre (ERDF)
Responsible to	HIL Business Development Manager
Responsible for	Food Advisor
Start date	October 2021

Role and Context

Job Purpose

Primary role will be to manage the delivery of the Broadland Food Innovation Centre project, overseeing the centre, support programme, and cluster operations. This role will have responsibility for the performance of the ERDF project in terms of outputs, results and finances.

Secondary role to promote and develop the services and expertise of the Food Innovation Centre to businesses in Norfolk and Suffolk, the region, and nationally.

This role will involve the management of:

- financial and output targets for the centre and support programme
- development of new contacts and business networks
- successful delivery of the ERDF project
- to oversee project and ensure alignment of activities to project objectives
- the Project Steering Group
- training & mentoring for Project team members

Please note: European Structural & Investment Funds is part-funding this post.

Context

The Broadland Food Innovation Project will deliver a unique food and drink focused innovation ecosystem combining a cluster, business support, and a Food Innovation Centre.

The cluster, led by University of East Anglia (UEA), will provide opportunities to meet other businesses and knowledge organisations who can work together to accelerate R&D and commercialisation projects. The innovation support package, led by Hethel Innovation Ltd (HIL), will provide practical support and facilitate access to financial support for the innovation process. The project will remove the barriers to innovation within the food and drink sector through the support package as well as the provision of food grade facilities comprising 13 bespoke food-grade incubator units, 2 test kitchens, and industry-standard sensory testing facility.

The ERDF project is a collaboration between Broadland District Council, New Anglia LEP, University of East Anglia and Hethel Innovation Ltd. The Project Manager will be an employee of HIL but will need to work and manage seamlessly across all partner organisations.

Hethel Innovation is a leading incubation service in the region with two sites and over 150 tenants. Our goal is to become the leading supporter of high value technology SMEs in the country. What makes our organisation unique is the provision of supporting incubation services, such as our onsite business development team who are available to assist tenants with their improvement and growth plans. These plans include product development, design sprints, training in project management and strategy creation.

Other Job Information (e.g. any special factors or constraints)

This post involves close working with the private sector so may require flexible working, sometimes at unsocial hours.

The nature of organising events means that some physical movement of equipment and furniture may be required. You will be expected to comply with the procedures manual.

You will be involved in working in complex and potentially dangerous environments ie factory shopfloors, around high voltage equipment, food processing machinery. You will need to adhere to a wide range of health and safety and other regulations to ensure safe and legal operation.

Principal Duties

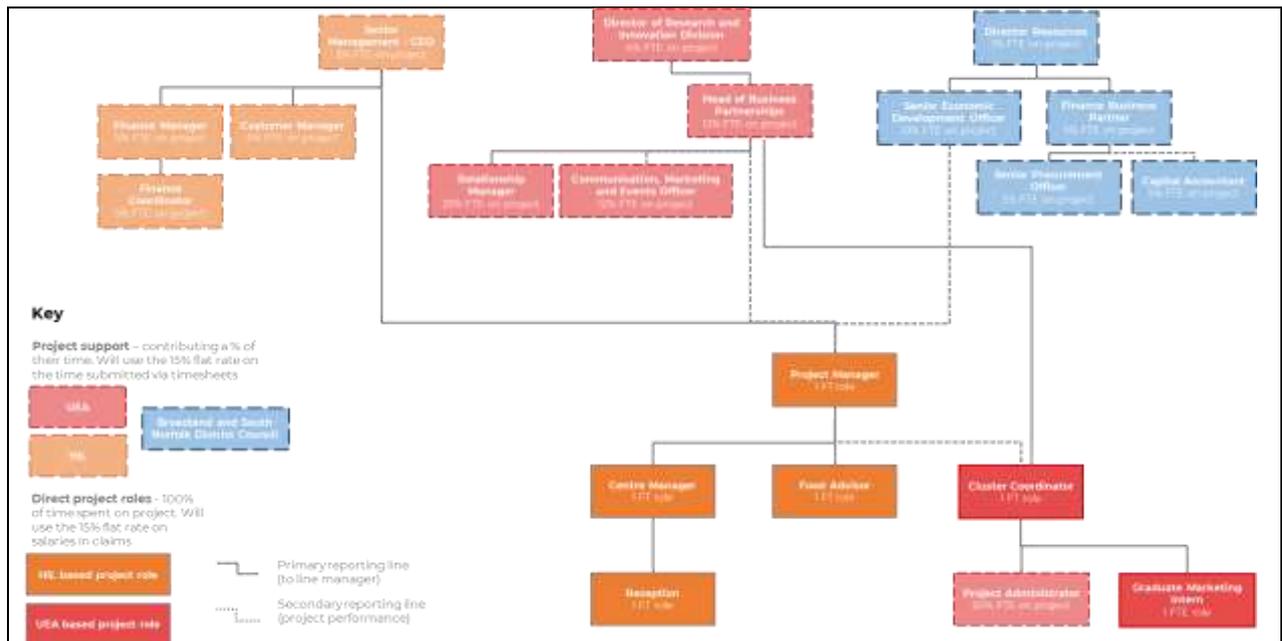
- Ensuring all outputs / outcomes are delivered with respect to project delivery time scales
- Ultimate control of finances and ensuring compliance to ERDF guidelines
- Communication with project board and fulfilling required actions
- Maintenance of the risk and issue register, and ensure it is reported, reviewed and actioned regularly
- Maintaining regular communication with the entire delivery team, including the delivery partner leads
- Review project finances to ensure finances are on track, and compliance with regulations and guidelines
- Establish and maintain effective corporate governance as well as systems to ensure the overarching performance targets are monitored, met and regularly reported on.
- Maintain a high profile for the project within local, regional, specialist and if possible/appropriate, national media as a best-in-class sector development intervention.
- Management of the day-to-day project operations and delivery
- Management of the DPS and associated network of consultants
- Ensure the project remains aligned to the project application whilst being able to adapt to beneficiary needs

KPIs

The ERDF project has established KPIs for which the Project Manager will be responsible for the delivery of:

- ER/C/O/01 Number of enterprises receiving support - **90**
- ER/C/O/04 Number of enterprises receiving non-financial support - **75**
- ER/C/O/05 Number of new enterprises supported - **15**
- ER/C/O/08 Employment increase in supported enterprises - **41**
- ER/C/O/26 Number of enterprises cooperating with research institutions - **40**
- ER/C/O/28 Number of enterprises supported to introduce new to the market products - **5**
- ER/C/O/29 Number of enterprises supported to introduce new to the firm products - **25**
- ER/P/O/02 Public or commercial buildings built or renovated – **3581 sqm**

Organisational Chart



Person specification

Knowledge and Experience:

- Knowledge of European Funding administrative requirements, especially with regards to handling and recording grant claims and all supporting evidence
- Knowledge of database development, administration, particularly with relation to customer relationship management, and business P&L management
- Experience in managing relationships with key business and commercial leaders
- An understanding of partner development
- An understanding of the need for process improvement and business improvement
- Experience of managing and otherwise working within a small team
- Experience of using the Microsoft products (MS office, including Word, Excel and Outlook) and CRM systems (preferably on ERDF projects)

Qualifications:

- Business Development training
- Marketing/Business qualifications or equivalent
- Health & Safety leadership
- Financial training
- Team management training

Aptitudes:

- Good interpersonal skills
- Good decision maker
- Ability to work under pressure
- Ability to multi task and prioritise
- Excellent communication skills

Behaviours:

- Presentable and professional in manner.
- Confident

- Punctual and organised
- An enthusiastic individual committed to making a valued contribution to the workplace

General Information

- The job description details the main outcomes of the job and will be updated if these outcomes change.
- All work performed/duties undertaken must be carried out in accordance with relevant HIL policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The information in this job description is accurate and reflects the requirement of the role:

Line Manager: Alice Reeve

Position: CEO

Date: 19.08.2021