

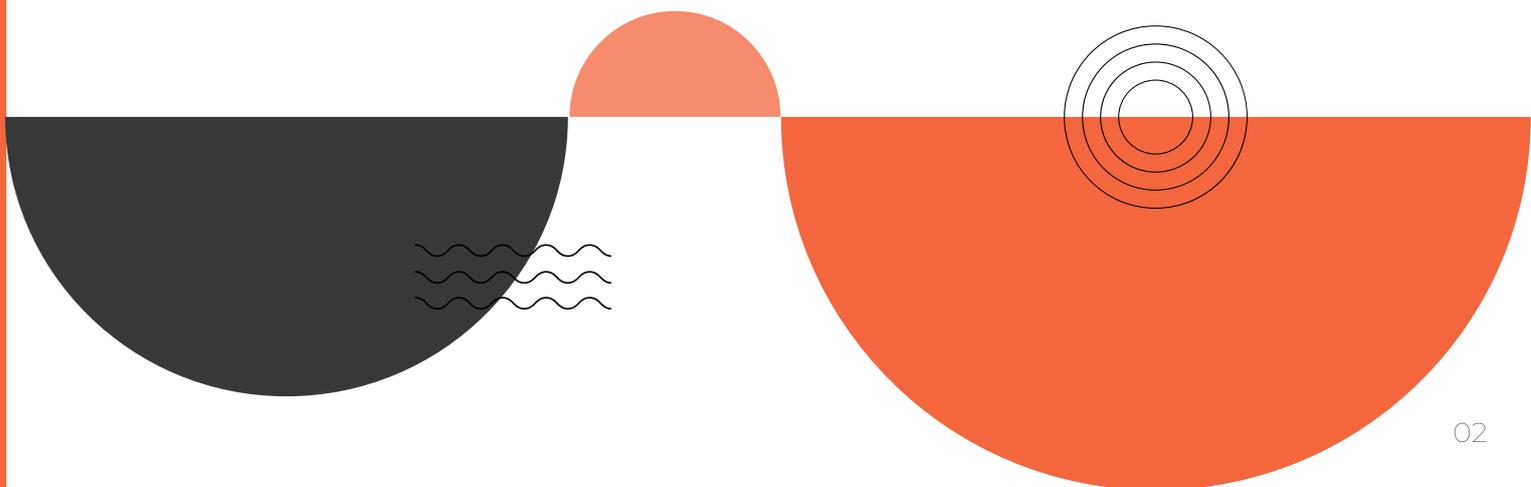
Hethel Innovation

**Appointment of
Innovation Advisor at
Hethel Innovation**



Contents

Overview of Hethel Innovation	3
Overview of Business Development Team	4
Role of Innovation Advisor	5
How to Apply	9



Overview of Hethel Innovation

Hethel Innovation prides itself on being a business support organisation first and foremost. Our goal is to enable businesses in the region to develop, to grow and to improve themselves. We offer a range of business support services that extends beyond traditional incubation space, with a designated team to work with our members and businesses in the region.

A big part of our offer is providing Business Insight. We want to make innovation accessible. Our hands-on business development team provides bespoke advice and guidance to businesses no matter where they are at in their journey - whether it's just an idea, or a well-established organisation. Our team can work with any business, from any sector, but have a particularly close relationship with the businesses based at two of the incubation sites we manage: Hethel Engineering Centre and Scottow Enterprise Park.

We are a small team with big ambitions – we act as one team across our functions with the primary objective of helping SMEs to innovate and become more productive.



Our Values



Be Open



See Beyond



Be Bold



Make the Difference

Overview of our Business Development Team

Our vision

The Business Development team at Hethel Innovation is the place to go for innovation support. We are experts in innovative thinking and supporting the acceleration of business growth. We lead the creation of an innovative community across all our sites.

Why do we do what we do?

We want to make the difference to our members. Our focus is to feed into the economic development of our region by supporting the success of business owners and the creation of jobs, building a network of successful and growing businesses, and creating a more connected business community.

Who are our Innovation Advisors?

Innovation Advisors are the action arm of the Business Development Team. They specialise in facilitation and supporting businesses to grow through the products and services developed by us such as the delivery of Innovation workshops, Design Sprints, Business Mentoring and marketing support. Innovation Advisors are experts in business, innovation and in bringing the best out of people. The aim of an Advisor is to enable businesses to focus and to help guide them towards what is best for them and their future. Advisors care deeply about businesses in the region and understand the success of those businesses is the success of Hethel Innovation.



Role of Innovation Advisor

Job Purpose

The primary role of the Innovation Advisor is to undertake and support the delivery of Hethel Innovation's business support offer. Hethel Innovation is a business support company first and foremost. The Business Development Team's role at Hethel Innovation is to provide a variety of support services to businesses in the region. Operating as a consultancy, the aim of the team is to facilitate business improvement through a range of products including but not limited to:

- Business strategy creation
- Business mentoring
- Design sprints
- Training courses
- Marketing support
- Signposting to additional resources including funding

You must be able to confidently sell the support that you, and our team, can deliver for a business, engaging in sometimes challenging conversations with potential customers to help identify barriers they are facing that we can help them to overcome. You will then be involved in the actual delivery of the support for the businesses so need to be confident and passionate about helping businesses to succeed using the tools developed by Hethel Innovation.



You will be expected to travel to meetings and events as required. It is likely that this will be a frequent occurrence. You will need a clean driver's license and access to your own car.

Some flexibility on hours will be required due to training and activities that need to take place outside of usual operating hours.

The role holder will be expected to on occasion support the sites with operational duties.



Principal Duties



Business support activity

- Support businesses by delivering business mentoring and advice
- Deliver HIL design sprints, supporting our clients to develop their business strategies, company structures, project management styles, leadership capabilities and marketing and branding strategies.
- Lead and deliver Agile Project Management Training and Agile Interventions in businesses
- Signpost to additional resources
- Proactively and continuously develop new products and services which will be delivered to our clients
- Support the site teams with the delivery of our service to Hethel Innovation members
- Foster the community of innovators across regional businesses and Hethel members
- Regularly meet with Members across both Hethel Engineering Centre and Scottow Enterprise Park to discuss any support or tenancy needs
- Bring in and deliver support to business leads in the region and beyond
- Contribute to sales targets set for Innovation Advisors
- Be responsible for financial income for the Business Development Team

Hethel Innovation's network

- Take responsibility for the network Hethel has established through previously funded projects, bringing businesses together across the region
- Engage with local stakeholders including education establishments, think tanks, local councils and other government bodies
- Represent Hethel Innovation and the region on a national and international scale
- Carrying out other duties appropriate to the nature and grade of the post, as directed by the Innovation Manager

Person Specification

Qualifications

Essential

- Bachelors Degree - business related

Desirable

- Sales training
- Business qualifications

Experience

Essential

- Sales and/or customer experience

Desirable

- Coaching or consultancy experience
- Agile / Scrum experience

Skills / Knowledge

Essential

- Business knowledge (particularly start-up and SME)
- The ability to learn quickly
- A proactive and motivated attitude
- The ability to identify and implement improvements to service provision and internal systems
- Good decision-maker
- Ability to work on own
- Ability to work under pressure
- Ability to multitask and prioritise
- Excellent written and verbal communication skills
- Complete computer competency and willingness to learn new skills

Desirable

- Design thinking and the Lean Start up Method
- Knowledge of Agile Project Management and how it applies to businesses
- Interest in Business Strategy and Business Growth
- An interest in entrepreneurship and innovation
- Understanding of business clusters and their development

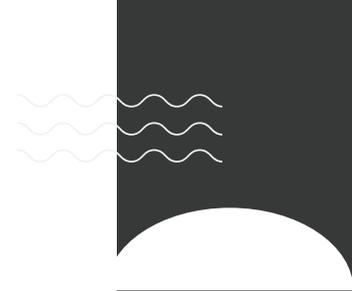
Behaviours

- Proactive
- Takes ownership
- Transparent
- Takes pride in their work and strives for excellence
- Honesty and integrity
- Reliable and flexible
- Willing to experiment and test new ideas
- Having the courage to lead by example and be open to change

Additional 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 considering 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

How to Apply



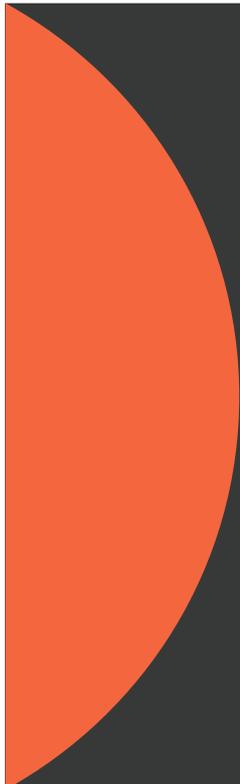
Applications are undertaken through the submission of a full Curriculum Vitae and a covering letter. Submissions must cover all aspects of the job description and required criteria. Please include appropriate contact details in your submission.

Please send applications to Fleur Kaur - fkaur@hethelinnovation.com

The deadline for applications is Monday 11th April 2022.

We are hoping to hold interviews in the week commencing 25th April 2022.

If you have any questions about the role or would like to have a conversation about accessibility please get in touch with Fleur at the email address above.





Contact

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Hethel, Norwich, NR14 8FB

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info@hethelinnovation.com 