



Job Description

Job Title:	Promoting Innovation Pathways – Innovation Project Manager
Accountable To:	Head of Projects and Business Services
Location:	Commerce House, Festival Park, ST1 5BE

Our Vision

All employees of the Chamber are expected to contribute to our vision:

‘Staffordshire Chambers believes that we can help all the people of Staffordshire be more prosperous and have more opportunities, by helping business to belong to the Chamber and do things BETTER’.

Our Values

Our vision is supported by a set of core values which define the standards and behaviours which are expected of all employees:

We are:

- **Bold**
We try new things
We are passionate about making a difference
We always put our members first
- **Excellent**
We achieve the highest standards
We seek to improve continuously
We are committed to equality of opportunity
- **Trusted**
We communicate well
We are consistent in our approach
We put colleagues and customers first
- **Team Focused**
We are an outstanding team
We are focused on achieving our vision
We respect and support each other
- **Ethical**
We represent our members professionally
We make a positive contribution to the community
We act with integrity
- **Responsive**
We are open to change
We respond positively to customer feedback
We maximise opportunities



This post is funded by UK Share Prosperity Fund

The position is a fixed term contract until 31/03/2025

Promoting Innovation Pathways Programme

The Promoting Innovation Pathways Programme (PIPP) offers a range of support to encourage and promote innovation in businesses across Stoke-on-Trent. It will aim to support businesses in developing new products, processes, and services up to their commercialisation through the facilitation of specialist advice and grant funding.

The programme's primary objective is to support SMEs, social enterprises, and early-stage start-ups in process innovations to decrease unit costs of production or delivery, to increase quality, or to produce or deliver new or significantly improved products for the business.

The Promoting Innovation Programme aims to deliver the following support:-

- Innovation Diagnostics
- Innovation Grants
- Innovation Peer Networks
- Events and Workshops
- Intellectual Property Clinics
- R+D Tax Credit Clinics
- Innovation Suppliers Directory

This role will support the creation and delivery of this new business support programme for Staffordshire Chambers of Commerce.

Job Purpose

The Innovation Project Manager will support the delivery of the UKSPF funded Promoting Innovation Pathways Programme in Stoke-on-Trent. This is an exciting opportunity to contribute to the growth and development of local businesses by identifying appropriate businesses, undertaking an Innovation Diagnostic with that business and signposting to help and support including a range of workshops, clinics, and grant funding.

The post holder will also develop systems to maintain information and records to ensure compliance with UKSPF guidelines, manage all aspects of the project and report back to funders. The role will involve working directly with employers, delivery partners and stakeholders, acting as the first point of contact for the programme.

The role will also support the Chamber in helping businesses to become more sustainable and be involved in our Saving the World from Staffordshire project as well as supporting the development of the Responsible Business Accelerator and Peer Networks.



Principal Accountabilities

- Project Planning and Management - Develop and delivery of a comprehensive project plan in alignment with the UKSPF guidelines, the programme outline and the Staffordshire Chambers of Commerce's strategic objectives.
- Create clear project milestones, timelines, and deliverables to ensure successful implementation and adherence to set targets.
- Stakeholder Engagement - Cultivate strong relationships with local businesses, public-sector organisations, academia, and other relevant stakeholders to foster collaboration and knowledge exchange around innovation.
- Needs Assessment and Consultation - Conduct thorough needs assessments and consultation exercises with businesses through the Innovation Diagnostic to identify key challenges, opportunities, and areas for improvement in their innovation processes.
- Analyse and synthesize feedback to tailor bespoke solutions and support mechanisms that address identified needs.
- Project Data – ensure accurate project data is maintained and stored safely. The information will be stored in both hardcopy and electronic format so expertise in both is critical.
- Innovation Support Programs - Design and deliver innovative support programs, workshops, training sessions, and seminars, working with local stakeholders, to enable businesses to adopt best practices and emerging technologies.
- Oversee the delivery of an Innovation Peer Network initiatives to assist businesses in developing innovation strategies.
- Project Evaluation and Reporting - Develop robust monitoring and evaluation frameworks to assess the impact and effectiveness of the project's interventions.
- Produce regular progress reports for both internal stakeholders and the funder, showcasing outputs, outcomes, achievements, challenges, and next steps.
- Knowledge Dissemination - Organise and attend events, conferences, and networking opportunities, working with stakeholders to disseminate best practices and foster knowledge-sharing among participating businesses.
- Keep abreast of the latest trends, research, and developments in the field of innovation to inform project strategies.
- Supporting wider Chamber projects such as Saving the World from Staffordshire, Responsible Business Accelerator and Peer Networks.



General requirements

- Work diligently to meet the requirements of the role
- Use the Chambers' CRM system and others as relevant to the role
- Always seek to improve to achieve the highest quality standards and follow the Chambers' quality assurance operating procedures
- Contribute to the Chambers' commitment to work in a commercially successful way
- Participate in internal/external meetings and training as required
- Ensure that all relevant policies, procedures and working practices are adhered to at all times.
- Participate positively in one to ones and appraisals
- Work in accordance with the Chambers' culture, values, aims and objectives
- Act as an ambassador for the Chamber at all times when dealing with members or representing the business.
- Contribute to the Chamber's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably required
- To work from other Chamber offices if required.

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future.

As a general term of employment, Staffordshire Chambers of Commerce may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

Name (Please print): _____

Signed: _____ Date: _____



Person Specification

Job Title: Promoting Innovation Pathways – Project Officer		
Criteria	Essential or Desirable	Method of Identification
<u>Qualifications</u>		
Educated to degree level or equivalent qualification	Essential	Application
Postgraduate degree of equivalent experience	Desirable	Application
<u>Proven Experience</u>		
Proven experience in project management, with a track record of successfully delivering complex projects, preferably in the context of innovation, economic development, or related fields.	Essential	Application /Interview
Familiarity with innovation frameworks, tools, and best practices would be beneficial.	Essential	Application /Interview
Demonstratable experience of leading teams and devising strategies.	Essential	Application /Interview



<u>Knowledge, Skills and Abilities</u>		
Demonstrated project management skills, including the ability to create and execute detailed project plans, manage budgets, and meet tight deadlines.	Essential	Application /Interview
Strong understanding of innovation principles and practices, including knowledge of emerging technologies, industry trends, and disruptive business models.	Essential	Application /Interview
Strong leadership skills to inspire and guide project teams and stakeholders towards shared goals.	Essential	Application /Interview
Collaborative approach to working with internal and external teams to ensure effective project coordination.	Essential	Application /Interview
Stakeholder management skills and the ability, focus and drive to successfully deliver complex programmes.	Essential	Application /Interview
Excellent interpersonal and communication skills to engage and build relationships with diverse stakeholders, including local businesses, public-sector organizations, academia, and funding authorities.	Essential	Application /Interview
Proven ability to foster collaboration and facilitate knowledge exchange between stakeholders.	Essential	Application /Interview
Strong analytical and problem-solving abilities to conduct needs assessments, identify challenges, and develop tailored solutions for businesses.	Essential	Application /Interview



Proficiency in gathering and interpreting data to inform decision-making and project evaluation.	Essential	
Experience in monitoring project progress, identifying risks, and implementing corrective actions.	Essential	
High levels of creativity and innovation to design and deliver impactful support programs, workshops, and interventions that drive positive change in businesses.	Essential	
Able to work to strict deadlines.	Essential	
Ability to analyse and resolve complex issues to achieve results	Essential	
Excellent organisational and time-management skills, with the ability to handle multiple tasks simultaneously.	Essential	
Strong awareness of and commitment to sustainability, diversity and equality of opportunity and the quality of the beneficiary experience	Essential	
Proficiency in MS Office suite and project management software.	Essential	



<u>Other Attributes</u>		
Professional and friendly approach	Essential	Interview
Team player	Essential	Application/Interview
Able to work flexibly including evenings and weekends if required	Desirable	Application/Interview