

Innovate UK

Role Profile

Title:	Competition Manager
Band:	UKRI Band D + 10% RA
Reports To:	Competitions Lead E
Location:	Swindon
Contract:	Permanent

The Organisation:

Innovate UK is a partner organisation within UK Research and Innovation:

UK Research and Innovation (UKRI) is a new entity that brings together nine partners to create an independent organisation with a strong voice for research and innovation, and a vision to ensure the UK maintains its world-leading position in research and innovation.

Innovate UK is the UK's innovation agency:

Innovate UK works with people, companies and partner organisations to find and drive the science, technology, business models, process and commercial innovations that will grow the UK economy - delivering productivity, higher value jobs and exports. Our aim at Innovate UK is to keep the UK globally competitive in the race for future prosperity.

For further information and to stay updated on our latest news visit www.gov.uk/innovateuk, follow us on [Twitter](#) at @innovateuk or subscribe to our [YouTube channel](#) at www.youtube.com/InnovateUK.

The Team:

You will be part of a team responsible for delivering competitions and other funding mechanisms for the XXX domain in which UK organisations can apply for grant funding to support their research and development projects. You will work closely with internal and external stakeholders to provide them with the support and knowledge required for competitions in which they are involved, as well as with external assessors and other stakeholders (e.g. other parts of UK Research and Innovation). You are key in ensuring all pre-award teams are aware of any nuances within your competitions to ensure effective handover between team member and a seamless process is achieved to support successful applicants in starting their projects.

Job Purpose:

Reporting to the Competition Lead you will be responsible for planning and delivering the operational aspects of assigned competitions and programmes from inception through to successful applicants starting their projects. You will be part of a fast-paced team, managing multiple competitions. These all require a high level of attention to detail and excellent levels of customer service. A key requirement of the role is the ability to work as part of a team but to also be capable of working independently to achieve results and complete tasks to a high standard within a specified timeframe.

Key Responsibilities and Accountabilities:

To use project management templates and methodologies to plan and deliver a portfolio of competitions. You will be accountable for all steps of the competition process, from planning the competition with the Innovation Lead,

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overseeing the application and assessment process; supporting the decision process and the completion of the project set up process to agreed service levels. It is your responsibility to ensure that all competition material is produced to a high standard, and that your competitions lead to a result which is both fair and transparent.

- Plan your competition with the Innovation Lead, using templates to confirm the requirements of the competition incorporating any non-standard process requirements previously agreed with the Customer Relationship Manager.
- Advise the Innovation Lead that any non-standard components of the competition are captured in the delivery form on Authorisation Gateway for audit and the need to meet the audit requirements.
- Work with the Innovation Lead to prepare the competition brief and any accompanying guidance. Confirm their areas of responsibility, ensuring that all process and eligibility requirements are clear, fair and can be supported by existing processes and systems.
- Ensure that any agreed process is fair and transparent and can be supported by our systems and resources. Engage with the Customer Relationship Manager to confirm any agreed non-standard requirements.
- Ensure that version control, and change management principles are in operation for all competition documents
- Explain the end-to-end competition process, including roles & responsibilities, key milestones, and decision points to all stakeholders, including any external funders from other government departments
- Work closely with internal teams to ensure that all milestones into stakeholders' calendars and that they have reserved suitable rooms for all meetings and/or interviews
- Make stakeholders aware of the implications for not meeting competition timeline milestones
- Ensure that the competition brief process involves all relevant parties ready for sign off with the Content team
- Ensure that the Innovation Lead briefs the Customer Support Services team on the competition and answer all applicants' questions on process that are assigned to you by Customer Support Services in a timely manner
- Set up your competition within the Innovation Funding Service and ensure that it is quality checked / peer reviewed before publication by the Senior Competitions Manager
- Prepare and deliver the applicant briefing including answering all questions posed on the application process by attendees. This may be a live event or a webinar
- Use effective communication with internal stakeholders to ensure we have enough assessors available over the assessment period engage the correct assessors for your competition and that you have sufficient resources confirmed to meet the competition requirements
- Prepare and deliver the assessor briefing including answering all questions posed on the application process by attendees
- Interrogate the spreadsheet of scores given by assessors to review combined results and highlight discrepancies on scores, scope remarks and/or recommendations to funding. Peer check spreadsheets of scores for the portfolio managers to ensure a consistent approach
- Prepare communications for interview and/or moderation panels
- Ensure that all materials for interview/moderation meet submission deadlines

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- Run moderation panels or interview panels, ensuring that all stakeholders are appropriately briefed, and that the meeting follows agreed processes so that the result is fair and transparent
- Chair funders panel meetings and ensure that all conflicts of interest are declared by attendees and recorded on the funders panel sheet
- Ensure that a competition review is held and feedback on potential process improvements and lessons learned
- Work on ad-hoc business projects as required
- Ensure high quality internal and external customer service is maintained by your team
- Be a strong advocate of the core values of UKRI and Innovate UK

This is an outline description of the key responsibilities and accountabilities involved in the job. This is not an exhaustive list and the post-holder might be expected to undertake any other duties across the wider directorate, commensurate with the Band and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

Person Specification:

The post-holder should have operational/project management experience in a fast paced and customer service-oriented environment. They must be passionate about customer service and have an engaging and encouraging manner for mentoring their teams.

Qualifications:

Essential -

- Degree level qualification or equivalent experience

Experience:

Essential –

- Management experience within a changing, fast paced, administrative team in a customer facing environment
- Proven ability to build effective working relationships with administrative teams and stakeholders at all levels of the organisation
- Experience leading to an understanding and commitment to the values of accountability, probity, openness and diversity and a significant grasp of public accountability and the associated obligations
- Experience of working in a managerial role in a funding assurance or related discipline
- Experience of working with procurement regulations
- Experience of working to strategic goals
- Experience of setting smart objectives for your direct reports
- Presentation skills
- Strong communication skills

Desirable –

- Commercial acumen, developed in the private-sector or at the public/private-sector interface

Skills:

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- Highly self-motivated and able to lead on own initiative
- Excellent communication and stakeholder management skills, gravitas and an engaging manner
- Ability to problem-solve and make decisions
- Ability to prioritise & resolve conflicting priorities
- Ability to get things done – being solution focussed with a collaborative style
- A creative thinker with the ability to translate ideas into effective delivery
- Strong analytical and problem-solving skills, including the ability to quickly understand new and complex issues, long-term trends and to propose solutions
- The ability to produce clear, concise and accurate written documentation
- Planning and organising/prioritisation skills, with experience of balancing and responding to different demands, and the ability to deliver at high quality and pace against multiple priorities.
- Self-awareness and a high level of professionalism
- Patience and self-motivation
- A robust and flexible approach with the ability to thrive in a changing environment
- Ability to prioritise & resolve conflicting priorities
- Ability to influence and collaborate to achieve business objectives
- An eye for detail

Competencies:

As with all roles at Innovate UK applicants will need to demonstrate compatibility with and capability against our Core Competencies:

Thinking and Problem Solving – Stakeholder management – Communication skills – Influencing – Self-awareness/self-management – Strategic awareness – Working with others– Project management

Travel Requirements:

There may be the infrequent requirement for national travel.

Additional Details

Innovate UK is part of UK Research and Innovation. If successful in securing the position, your employer will be UK Research and Innovation. More information can be found online <http://www.ukri.org/>

UKRI supports research in areas that include animal health, agriculture and food security, and bioscience for health which includes research on animals, genetic modification and stem cell research. Whilst you may not have direct involvement in this type of research, you should consider whether this conflicts with your personal values or beliefs.

To enable us to hire the very best people we will conduct a full and comprehensive pre-employment check as an essential part of the recruitment process on all individuals that are offered a position with UKRI. This will include a security check and an extreme organisations affiliation check.

For internal UKRI applicants only - please note that UKRI may share your information with other internal recruitment panels who are looking to appoint candidates to similar roles.

Parking

Limited parking subject to waiting list (Polaris House, Swindon only)

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Employee Benefits

UK Research and Innovation recognises and values employees as individuals and aim to provide a pay and rewards package that motivates staff to perform to the best of their ability. The reward package includes a flexible working scheme, a Career Average Revalued Earnings pension scheme, 30 days annual leave allowance and a number of other benefits.

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Developing Talent

We are committed to developing employees in their roles throughout their career. Learning and development plans enable employees to continue their professional development through training and development opportunities such as e-learning, classroom training and on-the-job experiences. We encourage our employees to share their learning across teams and organisations

Equal Opportunities

We strive to make decisions based on individual merit and ability. We welcome applications from all sections of the community and promote equality of opportunity in accordance with the Equality Act 2010. As holders of Disability Confident Employer status, we guarantee to interview all applicants with disabilities who meet the minimum criteria for the vacancy. Final appointments will be subject to pre-employment screening. We want to ensure that we select the person that most closely evidences their suitability against the specified criteria. If you feel that the way our selection methods/assessments are structured, could benefit from being adjusted, to help you convey your suitability, please let us know so that we can discuss your requirements with you

Flexible Working:

We understand the importance of work-life balance and are happy to discuss the possibility of flexible working with applicants.