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| **Job Title** | Business Innovation Manager |
| **School / Service** | Careers and Enterprise Portfolio |
| **Grade and Salary Range** | **F** |
| **Location and Hybrid working status** | Docklands/Stratford |
| **Reporting to** | Director of Careers and Student Enterprise and Director of Talent Gateway |
| **Contract type** | 1-year fixed term with potential to extend |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DIRECTORATES:**

Careers and Student Enterprise (CaSE)

The primary function of CaSE is to support the University in the delivery of its highly ambitious Graduate Outcome Survey targets through the provision of highly integrated, holistic careers & student enterprise provision both within and co-to the curriculum which supports students in achieving their employment ambitions from the moment of enrolment, through their period of study and in the first 15 months post-graduation and beyond.

**JOB PURPOSE**

The Business Innovation Manager post is being created to work with the senior management team of the Careers and Enterprise portfolio to inform, shape and develop the facilitating and transformational projects associated with the portfolio and to project manage their delivery at pace.

In addition to project managing a series of business critical projects, the role will involve researching and writing papers for the Board of Governors, Academic Board, University Management Board and University Executive Board to inform understanding and to set out proposed actions, drafting institutional strategy documents, national consultation responses, bids, speeches and presentations for senior members of staff for both internal and external audiences.

**KEY DUTIES AND RESPONSIBILITIES**

**Project Management;**

* Work with the Careers and Enterprise team leads to develop and deliver business critical projects at pace;
* Work proactively to develop the agenda for meetings, anticipating key issues for discussion;
* Review incoming papers and efficiently prepare all documentation for meetings;
* Lead on follow-up, ensuring that agreed objectives are implemented and resolved in a timely manner.

**Research and Writing;**

* Horizon scanning of the HE sector to identify and advise on developments which may have an impact on, or provide an opportunity to, the University in relation to this policy brief;
* Undertake research as requested by the Careers and Enterprise SMT;
* Draft speeches, correspondence, reports, submissions, publications and briefing papers for internal and external stakeholders in relation to this policy brief;
* Ensure that University Executive Board members are suitably briefed for external and internal engagements in relation to this policy brief;
* Draft and coordinate responses to consultations;
* Draft correspondence as required by the University Executive Board in relation to this policy brief;
* Monitor, research, and contribute on matters of policy in relation to this brief.

**Events;**

* Coordinate the planning and management of internal and external events of strategic importance in relation to this policy brief.

**External Communications;**

* Work with the University Executive Board to develop and manage the University’s communications with local and national government and politicians, raising awareness of the University’s role and contribution to UK higher education in relation to this policy brief.

**Generic;**

* General duties as required to support the work of the Careers and Enterprise Portfolio;
* Communicate with staff at all levels, students and members of the public.

**Managing Self;**

* The post holder will be expected to operate with minimal supervision and oversight, taking full responsibility for the prioritisation and completion of the workload.

**Core Requirements;**

* Contribute to the vision, mission and values of the University through adopting a positive and collaborative approach to work;
* Adhere to and promote the University’s policies on Equality and Diversity and Information Security Ensure compliance with Health & Safety regulations;
* Participate in agreed training activities to enhance knowledge or role performance;

**Additional Requirements;**

* Any other duties as appropriate to the post and grade;
* Willingness to travel to any of the university’s sites as necessary.

**Key Performance Indicators;**

* Timely production and delivery of work to agreed timescales and of appropriate quality (measured by feedback from members of the C&E SMT);
* Compliance with corporate standards.

**Key Relationships (Internal and External);**

**Internal;**

* CaSE and Talent Gateway management team members;
* Members of University Management Board and their staff.

**External;**

* Network of HE sector contacts including UUK, OfS, University mission groups, and other HE institutions;
* Representatives of local politicians and local organisations;
* Key suppliers.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Working within an HE environment or experience working in a Large and/or complex professional organisation in the public or private sector
* Project Management of complex, multi-stakeholder projects delivering against targets at pace while leading a team
* Policy analysis and development in areas related to the policy brief
* Contributing original ideas to, and helping to write, formal documents for example committee/board/policy papers or minutes
* Budget planning and monitoring
* Working as part of a close-knit team and making an active contribution with experience of managing and coordinating others

**Desirable**

* Event planning and management

**COMPETENCIES REQUIRED**

* Excellent written and oral communication
* High level of IT literacy, especially in MS Office
* Strong numeracy, analytical and interpretive skills; ability to consider, critically evaluate and utilise data, and to assimilate information from a wide variety of sources
* Sound knowledge of UK higher education sector issues and developments with the ability to understand quickly new and potentially complex issues, and their impact on higher education
* Ability to work effectively with people at all levels in an organization and able to provide support to others, including identifying development needs, providing and receiving constructive feedback and developing coaching skills
* Ability to work on own initiative with minimum supervision and to manage own workload, resolve competing demands and cope with changing priorities

**Desirable**

* Ability to facilitate discussions, chair meetings and give presentations while being able to express complex arguments in tailored ways to meet the audience’s needs

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential**

* A degree or equivalent qualification
* Commitment to continuing professional development

**Desirable**

* Masters or equivalent in relevant subject area

**OTHER ESSENTIAL CRITERIA:**

* Flexibility to travel to meetings

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!