

**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Director Area: Resources</b>	<b>Job Ref Number:</b>
<b>Service Area: Innovation</b>	Grade: 14
<b>Job Title: Head of Innovation</b>	

**PURPOSE OF JOB:**

Greater Lincolnshire has the ambition to be one of the UK's most forward-looking regional economies. The Head of Innovation role will play a key role in helping to deliver the Greater Lincolnshire Innovation Strategy, shaping the region's approach to innovation, building strong partnerships, and turning ideas into practical programmes that support businesses, strengthen supply chains, and drive growth and investment.

The role will lead in bringing together knowledge from public, private and academia to determine and generating commercial innovation opportunities.

**Leadership:** Lead the Innovation Service area at the CCA, managing both vertically and horizontally to ensure high performing service delivery. Provide information and advice to the Mayor, Chief Executive, and GLCCA Board on innovation trends and opportunities.

**Strategic Planning:** Lead the implementation of the Innovation Strategy and ensure that it remains relevant, ambitious, and focused on the needs of the county. Turn strategic priorities into clear plans, programmes, and investment proposals. Utilise, networks, contacts and horizon scanning to identify current and future opportunities.

**Collaboration:** Working across regional, national and international networks to identify, engage, and advance opportunities for Lincolnshire focused innovation. Work closely with all relevant stakeholders including (but not limited to) businesses and sector representative organisations, professional representation bodies, Local Authorities, national government departments, Universities, Research & Technology Organisations, and non-departmental government bodies such as UKRI.

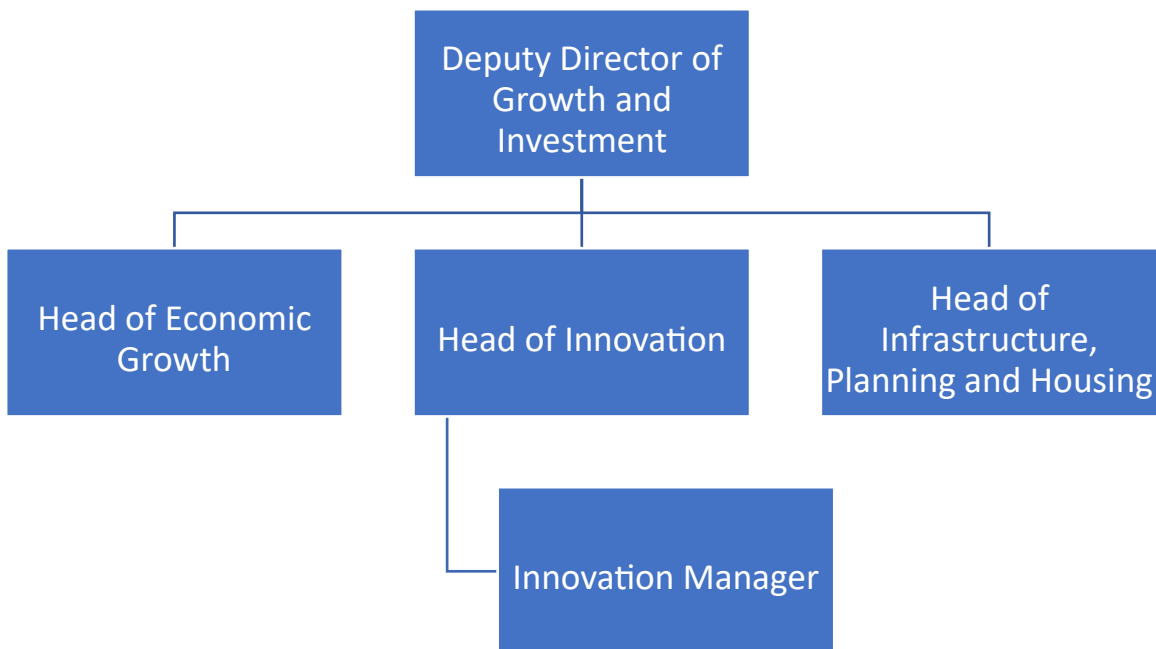
**Innovation:** Guide the development of and oversee high impact programmes that drive and embed innovation to unlock productivity and growth. Build the Lincolnshire innovation ecosystem via focused actions including: Engagement of all business scales and types – from early innovators to established operations; Development of innovation spaces, testbeds, and collaboration environments; Collaborative working with stakeholders to improve business access to finance, specialist advice, and technical expertise; Promote Greater Lincolnshire's innovation strengths and raise the profile of the region.

**Stakeholder Engagement:** Build and maintain strong relationships with key partners and stakeholders to achieve GLCCA strategic aims and objectives. at international, national, regional and local levels.

This role requires strong leadership capability and a good understanding strategies and initiatives to advance innovation.

The successful candidate is someone who is able to work collaboratively and effectively with a wide range of partners including business leaders, Local Authorities, universities, skills providers and national government. The post holder will also be highly experienced in developing and strategically managing projects or contracts in these areas, and/or projects which help increase regional productivity.

**TEAM STRUCTURE:**



**MAIN DUTIES:**

Serve as the Combined Authority's principal innovation policy advisor to the Mayor, CCA, Leadership Team and councillors, shaping policy and strategy concepts and securing senior-level engagement and support.

Lead and deliver Greater Lincolnshire's innovation programmes and opportunities. This may include opportunities in agriculture, agri-tech and food manufacturing, defence and energy as well as cross cutting themes such as AI and dual use technologies, and in areas such as Innovation Strategy, Innovation programmes, Industrial Strategy Zones and AI Growth Zone. Current Programmes are Local Innovation Partnership Fund, and Investment funds for Innovation totalling £27 million.

Lead programme design and delivery, and commission, mobilise, and scale programmes that:

- Support SME innovation adoption and diffusion.
- Accelerate commercialisation; strengthen IP; improve use of technology.
- Support clusters and supply chains in strategic sectors.
- Build testbeds and demonstrators

Secure and manage external funding for Innovation from Government bodies and private investors.

Identify opportunities around priority sectors and place-based opportunities (e.g. innovation districts, testbeds, Investment Zones).

You will provide a leadership role for the Innovation team, ensuring measurable delivery against a set of clear objectives. Lead, develop and motivate a multidisciplinary team, fostering a high-performance culture grounded in collaboration and purpose. Support team development through mentoring, professional growth opportunities and clear performance objectives.

Lead programme management for Innovation, including business case development, cost monitoring, stakeholder engagement, programme planning, benefits realisation and change management through to implementation / completion; ensure lessons learned inform future planning.

You will influence policy and funding decisions associated with opportunities emerging from the National Industrial Strategy and from the Greater Lincolnshire Local Growth Plan.

Work collaboratively with Heads of Service and senior leaders to maximise the Combined Authority's influence with key stakeholders in local and national government, strategic partners, media and the public; design and implement engagement plans for innovation, including joint campaigns, research and events.

Represent the Combined Authority at external working groups, conferences and events; build strong relationships with local authorities, government departments and national bodies to track innovation policy developments.

Provide leadership and line management for the Innovation Service Area including recruitment, induction, appraisals and performance management; allocate resources effectively across objectives.

Manage the allocated Innovation budget. Work with the CCA finance team to produce accurate forecasts and ensure compliance with financial procedures; contribute to medium-term financial planning, identifying budget pressures and opportunities for cost reduction and income generation.

Externally you will be expected to build relationships across regional, national and international networks to advance Lincolnshire innovation. This includes businesses and sector representative organisations, professional representation bodies, the local authority community, other combined authorities, government departments, Universities, Research & Technology Organisations (including Catapult Centres), and non-departmental government bodies such as UKRI.

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	<p>This role is responsible for overseeing the resources (financial and non-financial) allocated to the Innovation function of the Greater Lincolnshire CCA, ensuring that this is managed to achieve effective value for money and clear allocation of resources to deliver against strategic objectives.</p> <p>Work across the organisation to align innovation with skills (including higher technical skills and apprenticeships), inward investment, and infrastructure (digital/connectivity).</p>
<p><b><i>This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.</i></b></p> <p><i>This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.</i></p> <p><i>The role will be based full-time in Greater Lincolnshire, with a requirement to travel.</i></p>	

## Person Specification

Requirements	Where identified*	Essential	Desirable
Experience of developing and articulating complex policy on Innovation	A/I	X	
Experience of delivering strategic priorities within strict timelines.	A	X	
Proven leadership and people management skills in a complex environment	A I	X	
Proven ability to attract and deliver innovation funding, and translate into commercial opportunities			
Excellent negotiation and stakeholder management skills	A I	X	
Experience of working with public private sector, academic stakeholders at a senior level	A I	X	
Ability to influence and build credibility with key stakeholders in Government and across Greater Lincolnshire.	I	X	

Able to provide effective management of people and resources, to achieve complex or high priority objectives, and develop others personally and professionally.	A/I	X	
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	I	X	
Able to apply judgement, creativity and flexibility to solve complex problems and generate new ideas.	I	X	
Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.	P	X	
Must demonstrate knowledge and understanding of relationship management strategies and understanding of stakeholder management.	A/I	X	
Educated to degree level in a relevant discipline or equivalent experience	A I	X	
Post graduate qualification in a relevant discipline	A I		X
Membership of a relevant professional body	A I		X
Strong ability to understand and communicate strategy and work proactively to achieve strategic priorities.	P	X	
Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives.	I	X	
Able to use project management disciplines to lead or contribute to project work.	A		X
Experience of leading and shaping work with others from different professional backgrounds to achieve organisation priorities.	A/I		X
Experience in managing and reporting against budgets.	A		X

