

## Associate Impact Manager



### Role Description

#### GRADE

Grade 5

#### LOCATION

Built Environment -  
Smarter Transformation,  
Watt Place, Hamilton  
International Technology  
Park, Lanarkshire. G72  
OAG

#### LINE MANAGER

Associate Director of  
Skills Infrastructure

#### Role Summary:

Built Environment – Smarter Transformation is Scotland’s national innovation centre for construction and the built environment. Our vision is of a better built environment that delivers inclusive and sustainable economic, social and environmental impact in pursuit of our mission; to accelerate the built environment’s just transition to net zero carbon emissions. We do this by building collaboration programmes and projects that drive change, deliver impact and unlock new value for Scotland.

We offer advice, financial support, facilitation and access to appropriate expertise and funding, improving Scotland’s competitiveness and growing economic, social and environmental impact. Activity focuses around key thematic challenges and opportunities for the sector.

BE-ST is part-core funded by Scottish Government, via Scottish Funding Council (SFC). Additional revenues are generated through competitively won project activity, partnerships with other public and private sector organisations and a range of commercial activities.

BE-ST works in partnership with a range of government, public sector and academic organisations (universities and colleges) across Scotland, the UK and internationally and is administered by Edinburgh Napier University.

Working closely with the Associate Director of Skills infrastructure and wider members of the BE-ST team to support all aspects of the programme development. The role will cover both project co-ordination and delivery. Some aspects of project management will also be included with the support of other team members.

**Role Purpose:**

Working collaboratively with partners (i.e. universities and enterprise agencies including HIE, SE, InnovateUK and Funding Councils) support businesses to collaborate and innovate in the widest sense (businesses, people, product, process, service innovation), to improve competitiveness and deliver greater economic impact.

Occasional travel within UK/EU/internationally may also be required.

**Line Management Responsibility for:**

This role does not have any line management responsibilities

## Main Duties and Responsibilities

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As an active member of the Impact team, build long term, trusted relationships with key businesses to help them: innovate across wide range of areas; collaborate; take advantage of opportunities and innovation & growth funding; address strategic challenges; and improve their competitiveness, pulling in academic and business support specialists where required. This involves:

- Provide input into the development of the Skills programmes for BE-ST and support and co-ordinate the management of skills projects.
- Co-ordination and/or management of live innovation projects, often involving multiple partners and complex relations, ensuring compliance and project milestones are met and outcomes delivered.
- Support of cross-collaboration projects with the other BE-ST programme strands.
- Identification of potential clients and opportunities for BE-ST.
- Acting as a first point of contact where appropriate, for construction and built environment related businesses - through the development of an understanding of their business, opportunities and challenges and the use of advanced relationship management and influencing skills, encourage and support them to collaborate, innovate and realise their ambition.
- Often working with a wide range of partners (Private, Public, Academic and Further Education sectors as well as industry intermediaries) facilitate collaboration and support projects that address strategic industry opportunities and challenges
- Where required, working with businesses and academics, to prepare project and funding applications and project proposal documents (financial modelling, market assessment, project planning, IP management, and opportunity definition) providing guidance and where appropriate, ownership to progress projects through approval processes.
- Effective bid development to external public and private funding sources to ensure BE-ST meets its commercial income requirements.
- Remaining up to date with matters influencing the sector including funding sources, technology and all associated intelligence
- In addition, all members of the BE-ST Team are expected to:
  - Demonstrate our values:
  - BE the connection: Bring people and organisations together
  - BE a game changer: Lead the way and embrace a culture of transformation
  - BE an innovator: Focus on solutions and discovering smarter ways
  - BE a challenger: Disrupt the status quo and stand out from the crowd
  - Be open: Embrace inclusiveness and different opinions
  - Continuously promote a 'One-Team' approach
  - Model a commitment to continuous improvement and performance excellence at all times.
  - Work collaboratively with customers and stakeholders in the private, public and academic sectors
  - Share knowledge, expertise, understanding, perspective and contacts with colleagues to continually build BE-ST's abilities and intelligence



- Contribute to the marketing of BE-ST, including attendance at events
- Deliver outstanding levels of customer service
- Where appropriate work under one's own initiative but also always as part of a team
- Maintain appropriate records including a CRM system and contribute to management reporting.
- Participate fully in team meetings and events
- Build long term, trusting relationships with clients and stakeholders
- Facilitate collaboration between businesses, academia and the public sector
- To undertake any other duties as may reasonably be required by the role
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.

## PERSON SPECIFICATION

ESSENTIAL      DESIRABLE

### Education / Qualifications

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|--|---|---|
| • Degree or equivalent in a built environment discipline or business-related subject OR professional qualification in a relevant discipline, OR equivalent relevant experience | ✓ |   |
| • An appropriate qualification in economic development/delivering business advice  |   | ✓ |

### Skills / Experience

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|---|---|---|
| • Significant experience of working closely in or with businesses, supporting business development or innovation activity   | ✓ |   |
| • An understanding of how Scotland / the UK's Construction sector operates from both a strategic and operational perspective (industry dynamics, supply chains etc.)                  | ✓ |   |
| • Direct experience of working in/with the construction industry, particularly in digital related areas   | ✓ |   |
| • Experience of building successful long-term relationships with businesses of all sizes  | ✓ |   |
| • Strong project management experience with a track record of supporting complex projects   | ✓ |   |
| • Knowledge of existing / emerging construction technology to form an effective and credible interface between the University partners and external specialists                       | ✓ |   |
| • Excellent interpersonal and communication skills to interact effectively with internal and external contacts at all levels of seniority, often involving a high degree of diplomacy | ✓ |   |
| • Facilitation, influencing and negotiation skills  | ✓ |   |
| • Excellent presentation skills   | ✓ |   |
| • Full UK-valid driving licence and access to own transport. Required to travel throughout Scotland on a regular basis to meet with clients and partners                              |   | ✓ |