

Innovation Lead, Scottish Centre of Excellence in Digital Trust and Distributed Ledger Technology (TRUST)



Role Description

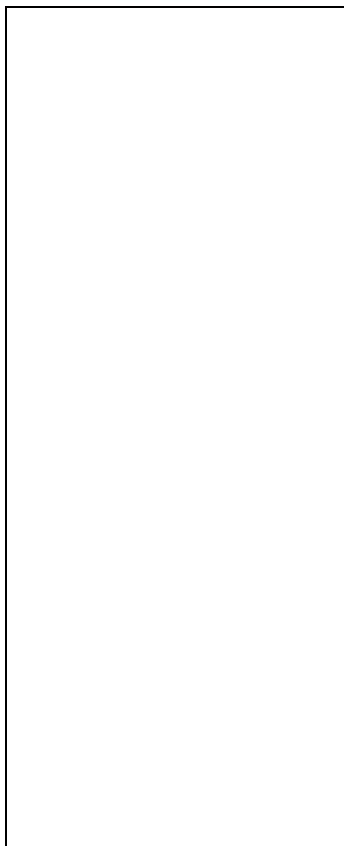
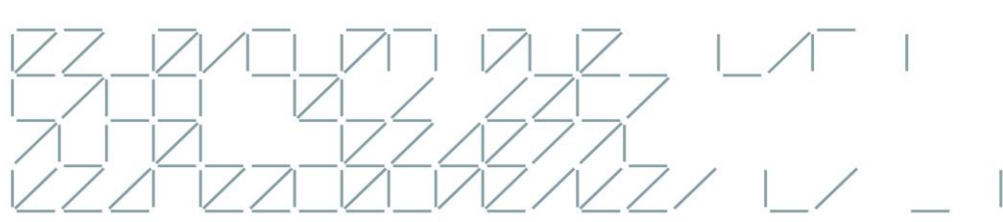
GRADE Grade 5
LOCATION Merchiston, Edinburgh
LINE MANAGER TBC

Role Summary

The TRUST Centre of Excellence is a groundbreaking initiative aimed at positioning Scotland as a global leader in Digital Trust and Distributed Ledger Technologies (DLT). Anchored at Edinburgh Napier University and supported by the University of Edinburgh, the University of Glasgow, FinTech Scotland, and Scottish Enterprise, TRUST is dedicated to driving research, innovation, and economic development. By leveraging Scotland’s rich technological and financial heritage, the Centre aims to deliver cutting-edge solutions, foster collaboration between academia and industry, and create an ecosystem of trust in digital transactions. This role is fixed term for two years, but has the opportunity for an extension on the successful delivery of sustainment plans, and work with academic and innovation leads in advancing innovation in related areas.

Key focal areas for the Centre include:

1. Researching and developing innovative DLT solutions.
2. Creating education and training programs to close the skills gap in emerging technologies.



- 3. Facilitating industry-led innovation projects addressing real-world challenges.
- 4. Supporting commercialisation and technology transfer to accelerate the adoption of blockchain and related technologies.
- 5. Establishing Scotland as a hub for DLT, ensuring long-term economic and technological impact.

The role holder will work in liaison with the Principal Investigator of the research project and any external partners on the project, staff in School Support Service (S3) and in Research, Innovation and Enterprise (RIE) to help achieve the aims of specific research projects in line with funder's expectations

Line Management Responsibility for:

This role **may** have line management responsibilities if an externally funded research project also has a Research Support Assistant (Grade 3) or Research Support Administrator (Grade 4) role as part of the project costs.

Main Duties and Responsibilities

- Provide effective project management of the Centre and its partners:
 - The role will be required to support multiple research and innovation projects simultaneously, that are focused on funded calls.
- Serve as the operational link between the funder and the project partners for all aspects of the project.
- Throughout the creation and running of the Centre, proactively work with the Principal Investigator to ensure all costs are assigned accurately to projects, including preparing financial journals timeously; keeping the accounting system up to date and ensuring timesheets are recorded where appropriate.
- Prepare reports on project finances for submission to funders.
- Maintain an up-to-date and comprehensive knowledge of research funding regulations and provide advice to the Principal Investigator/partners on their implementation.
- Be the main point of contact for project audits and provide supporting evidence to meet all audit requirements.
- Liaise with other Professional Services staff to ensure effective delivery of services to the Centre, including RIE, Finance, Procurement, HR and IS.
- Assist the Principal investigator in event planning and network meetings for project partners and participants, including workshops and management meetings.
- Organise marketing material for CPD (Continual Professional Development), and organise and co-ordinate the running of CPD events within the Centre.
- Support the Principal Investigator and project partners in sourcing equipment/materials for research, scheduling meetings and arranging travel.
- Action, design or source materials and expertise as needed to coordinate dissemination and outreach activities related to the project.
- Manage the co-ordination of effective communications to all staff/partners in the project (using channels such as project reports, meeting minutes, project webpages, social media channels) to disseminate useful information regarding the project.
- Any other relevant duties as may be reasonably be required by the Principal Investigator or External Projects Manager.
- 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

- | | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| • A Degree or Diploma in a relevant business or technical area. | ✓ | |
| • A Post-graduate qualification or recognisable professional certification. | | ✓ |

Skills / Experience

- | | | |
|--|---|---|
| • Passion for financial innovation and emerging technologies, with a strong understanding of financial services. | ✓ | |
| • Proven track record of translating strategy into successful implementation and measurable outcomes. | ✓ | |
| • Exceptional relationship-building skills, with a collaborative style that inspires commitment and action. | ✓ | |
| • Ability to thrive in an external-facing leadership role and effectively communicate with diverse audiences. | ✓ | |
| • Experience managing complex stakeholder landscapes and influencing at a senior level. | ✓ | |
| • High emotional intelligence (EQ), maturity, and credibility, with an engaging and positive personality. | | ✓ |
| • Deep curiosity about technology's role in developing the future of financial regulation and trust. | | ✓ |
| • Awareness of trends and challenges within the UK fintech and financial services sectors. | | ✓ |
| • Excellent networking and presentation skills. | | ✓ |