



JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Development Manager - Food and Drink and Life Sciences
Reporting to	Senior Project Manager – Northern Innovation Hub
Direct Reports	None
Grade	D
Location	Inverness, Fort William, Golspie, Portree, Auchtertyre or Thurso (Highland Council area)
Duration	Fixed term to 31 December 2020

Position overview

Highlands and Islands Enterprise (HIE) is an ambitious organisation with a unique remit from the Scottish Government that integrates economic and community development. With around 300 staff, HIE supports hundreds of businesses and social enterprises across the Highlands and Islands.

HIE works in a diverse region covering more than half of Scotland's land mass. HIE's three priorities are to: grow successful, productive and resilient businesses; create the conditions for growth; and build strong, capable and resourceful communities.

HIE's vision is for the Highlands and Islands to be a highly successful, inclusive and prosperous region in which increasing numbers of people choose to live, work, study and invest.

The Northern Innovation Hub (NIH) is a broad programme of support for business innovation in the Highland Council area that has been developed as part of the Inverness and Highland City-Region Deal. It will deliver twelve distinct projects, each comprising a number of elements across the Life Sciences, Food and Drink, Creative Industries and Tourism sectors as well as the cross-cutting themes of young people and technology.

The majority of the projects will be delivered by external providers following a competitive tendering exercise. A number of projects are live, and others have yet to come onstream. To deliver this ambitious programme a staff team of four are employed by HIE.

You will be responsible for managing the Life Sciences and Food and Drink projects which form part of the NIH. This role provides an exciting opportunity to manage the delivery of high profile and innovative projects in the Life Science and Food and Drink sectors.

Food and Drink – You will manage the contract with a commercial partner to establish and run a Highland Food & Drink Innovation Network to encourage collaboration and deliver industry and supply chain insights. You will be responsible for overseeing the construction of a Technology Centre (TechHub) that will enable food and drink companies to develop and commercialise new products in a state-of-the-art facility.

Once the TechHub is established, you will put in place measures to ensure it is appropriately staffed and managed, and that users receive the required support. You will also develop a sustainable business model for the TechHub to ensure a long-term legacy. You will also establish and manage a Next Generation Programme to support young innovators and entrepreneurs.

Life Sciences - You will be responsible for overseeing the Life Sciences project which involves management of a Business Acceleration programme (Pathfinder), management of a project which helps businesses to engage with the NHS, and management of a co-working space for securing new investors to the area, supporting new start-ups, promoting collaboration and demonstrating new products and services.

A key part of this role will be to bring fresh thinking to HIE's work in this field, and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

Key responsibilities

1. To oversee the construction of a Food and Drink Technology Centre by managing the project, working with contractors and consultants, tracking progress against milestones and monitoring the budget
2. To engage with Food and Drink Businesses in the area to determine their priorities and gather feedback on proposals
3. To manage the contract for the Food and Drink TechHub Network and Next Generation Programme by working with the contractors and the HIE Food and Drink Team to ensure the projects are delivering value for money
4. To manage the contract for the Life Sciences Pathfinder business acceleration and NHS Market Ready projects, by working closely with contractors and the HIE life sciences team to ensure the projects deliver value for money
5. To ensure appropriate monitoring and reporting is carried out for all the projects to demonstrate impact and meet the requirements of funders
6. To manage the Life Sciences hub on Inverness Campus to ensure the space meets their requirements and is delivering objectives
7. To build networks that support collaboration within the Life Sciences sector as well as with public agencies and other partners
8. To market and promote the projects widely to ensure as many businesses as possible are aware of the opportunities
9. To promote a climate of accountability, openness, collaboration and innovation

10. To ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements
11. To ensure optimum use of internal management systems
12. To take responsibility for own learning and development, keep continuous professional development (CPD) records up to date

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. cycle to work scheme, gym subsidy and other staff discounts.

Our commitment to equality and diversity

We are committed to recruiting, promoting and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

HIE employs staff in offices across the Highlands and Islands and other locations in Scotland, encourages flexible working and seeks to employ people with different ideas, styles and skill sets, each able to contribute in complementary ways. This diversity engenders a richer, more creative environment – one in which our people develop and clients are served better.

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Degree qualified in a relevant business discipline or demonstrable equivalent work experience 	<ul style="list-style-type: none"> ▪ Further/Higher Education Qualification in a relevant discipline ▪ Project management qualification, e.g. PRINCE2
Work experience	<ul style="list-style-type: none"> ▪ Experience of managing complex projects, including capital projects ▪ Experience of monitoring and reporting of outputs and outcomes ▪ Experience of working with businesses ▪ Experience of options appraisal and analysis of research ▪ Experience of business / client engagement ▪ Experience of working to deadlines and prioritising workload ▪ Experience of working as part of a team but also ability to work on own initiative 	<ul style="list-style-type: none"> ▪ Involvement in multi- agency/partner projects ▪ Experience of working in a public sector organisation in a development / client facing role ▪ Experience of contract management ▪ Experience of facilities management ▪ Experience of public sector procurement ▪ Experience of marketing and promotion - including social media ▪ Experience of EU funded projects
Skills and abilities	<ul style="list-style-type: none"> ▪ Ability to work under pressure and to meet targets inside tight deadlines ▪ Good organisational / administrative skills ▪ Strong interpersonal and communication skills ▪ Knowledge of business management 	<ul style="list-style-type: none"> ▪ Knowledge of Food and Drink and/or Life Sciences sectors ▪ Understanding of innovation and its impact on businesses ▪ Financial / budget management skills ▪ Gaelic language skills (speaking, reading or writing)

	<ul style="list-style-type: none">▪ Confident and articulate communicator who can adapt approach to stakeholders▪ A high standard of IT literacy	
Job circumstances	<ul style="list-style-type: none">▪ A full, current driving licence and access to a vehicle▪ Flexible - Willing to work out of office hours if required and ability to travel▪ Self-disciplined, able to work without supervision	

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.