



Shape your career

Role profile:

Innovation Programme Manager

bruntwood

About Bruntwood SciTech

A 50:50 joint venture between Legal & General and Bruntwood, Bruntwood SciTech is the UK's leading property provider dedicated to the growth of the science and technology sector, with a network of 10 campuses across the South East, Midlands and North West, home to over 500 early stage, high growth and corporate businesses.

At each of location, a core part of our proposition is to offer a comprehensive range of Innovation Services to our customers through a combination of one-on-one support, events, growth programmes and strategic initiative that leverages our network of over 75 partners that includes leading universities, NHS, Investor networks, advisors, mentors,

Bruntwood has major plans to grow the life sciences portfolio:

- Alderley Park, located just outside Manchester, is already the UK's largest single-site life science campus hosting Cancer Research UK, Medicines Discovery Catapult and over 200 businesses.
- Citylabs is part of Bruntwood SciTech's unique Public/Private Partnership that includes Manchester City Council, The University of Manchester, Manchester Metropolitan University and MFT NHS Foundation Trust. Together with Manchester Science Park, we support over 150 science and technology businesses and plan to treble the scale of the campuses over the next 10 years.
- Melbourn Science Park near Cambridge is Bruntwood SciTech's newest location, recently acquired in early 2021. The park is currently occupied by its former owner, the science and technology consultancy TTP, AstraZeneca and a number of TTP's successful spin out businesses.
- Birmingham Health Innovation Campus, collaboration between the University of Birmingham due to open in 2023 specialising in healthcare data, genomics medicine and diagnostics, medical technologies and clinical trials.



Shape Your World

We see the world differently...

There are lots of things that a Bruntwood person isn't.

You're no particular height. You're no particular eye colour. Or hairstyle. Or gender. It doesn't matter what you do with your weekend (though you should make the most of it!)

We're not looking for people who sit on the sidelines and say "that'll do". We're not interested in folk that see the glass half empty. Or half full. Our kind of people get rid of the glass entirely and say "keep pouring and let's see where this goes..."

They walk the streets of our great cities every day. They look at worn out places and dream of them thriving, then they go and deliver something incredible. They're thrilled by the idea of work that makes a real difference to people's lives and want to be part of it.

They are part of it. Because it takes a community to make a community. People who love its history and care about shaping its future. People who care about others like they're part of the family; who want to make a difference and improve things for generations to come.

That's our kind of people, and if that resonates with you, maybe we're your kind of people too.

We offer the opportunity to work, of course. To learn and grow, to take your career in new directions and achieve more than you might have imagined possible. We encourage everyone to pursue their passions, and find the balance that brings out the best in everything they do.

So, work at Bruntwood and shape your world..



Dream & deliver



Never sit on the sidelines



Be creatively commercial



Pay attention to detail
(it matters)



Be brilliant to work with

bruntwood

Role Profile

The role: Innovation Programme Manager

Location: Alderley Park

As part of the Innovation Services team and reporting to the Director of Life Sciences, you will be responsible for managing the delivery of innovation programmes & events for life science businesses. This will involve coordinating a vibrant and sustainable community of growth-focused life science business. Your primary role will be to set up, launch and successfully deliver each programme & event, with the support and direction of the Director of Life Sciences and Innovation Manager. You will be the primary interface between these early stage businesses, any programme sponsors and the rest of the SciTech team across the North.

What you'll be doing:

PROGRAMMES

- Work with the marketing team to define and manage the promotion of each new programme & event to attract a suitable audience, whether internal customer base or external stakeholders / pipeline.
- Setting up and managing the selection process of applicants for each programme.
- Acting as the entrepreneurs' primary 'point of contact' throughout each programme.
- Once selected, working with a new programme cohort to define individual objectives and designing the business support activities (workshops, events, demonstrations etc.) required during the programme to achieve these objectives.
- Inducting new entrepreneurs and assisting them in making the most of their experience on campus in comfortable surroundings, escalating as required for specific business growth support.
- Logging daily, weekly and monthly activity and programme performance on Salesforce and other reports as well as ensuring accurate recording of outputs and overall compliance with relevant project fund governance where applicable.
- Analysing KPI data and presenting for a variety of audiences – showcasing, promotion, management etc.
- Delivering all administration and coordination processes to support the programme
- Managing the delivery of business support activity through the programme
- Providing information to assist entrepreneurs to network with other specialist technical organisations e.g. Universities, VC's and signposting businesses to relevant resources (e.g. WMCA, Growth Hub etc) and escalating as required to following initial connection
- Managing regular reviews with the programme cohorts, sponsors and partners
- Building effective feedback processes and representing the voice of the community within the campus
- Managing the businesses at the end of the programme and supporting them deliver their target outcomes (e.g. securing a commercial deal or investment) as well as delivering the exit procedures and updating communications and data systems
- Maintaining a reference 'library' (physical and digital) of information, best practise, relevant research and contacts
- Supporting the Innovation Services team with the delivery of other IS activities such as business support for other customers within the campus and delivery of campus events
- Being an active and supportive member of the Innovation Services team in Alderley Park.

EVENTS

Role Profile

contd.

EVENTS

- Reporting to the Director of Life Sciences you will help to shape, deliver and take the lead on a bespoke innovation and business support events programme across Alderley Park that fosters a sense of creativity, purpose and connection for customers and their surroundings.
- Develop the Alderley Park innovation and business support events strategy, maintain the events calendar and be accountable for the delivery of all events on campus, working closely with the marketing team to promote the events onsite and more widely.
- Work with operational and risk teams to create and embed event related systems, management plans, licensing ownership and team processes to mobilise and deliver all innovation and business support event types.
- Work closely with the wider team at Alderley Park and the customer community to curate an annual programme of relevant and engaging innovation events, activities and campaigns.
- Support events for startup companies based within Alderley Park relevant to their growth needs and acceleration journeys.
- Closely manage costs and budgets to ensure that we maximise both time and value.
- Report attendance at events and capture delegate feedback in order to improve the take-up and quality of all events run.
- Be an active member of Bruntwood SciTech, working closely with the Alderley Park Customer Events Manager on campus vibrancy events (e.g. farm day, summer cinema), and with other programme & events managers across the other campuses and sites.

What we're looking for:

Qualification:

- (Preferred) Educated to degree level (or equivalent), ideally in a scientific discipline
- (Desirable) Relevant qualifications in project management, events, business advice and guidance

Experience and knowledge:

- Experience of project management
- Experience of end to end event planning and delivery
- Knowledge of business management and/or commercial acumen
- Experience of building effective working relationships, and of working in partnership with delivery partners, external suppliers and businesses
- (desirable) Interest in innovation and entrepreneurship, supporting founders to grow successful companies
- (desirable) Previous experience of running innovation programmes
- (desirable) Previous experience of working with or in start up businesses
- (desirable) Previous experience dealing with grant funding and reporting
- (desirable) Previous experience in business development, customer relationship management

Skills/abilities:

- Demonstrate ability to cope with high volumes of work, to set and meet deadlines and targets; determine priorities and organise work and coordinate activities to provide an efficient service
- High level of communication and interpersonal skills, both written and verbal with ability to engage, influence and promote delivery to senior executives
- Excellent project management and report writing skills
- Excellent networking skills and able to manage ongoing relationships
- Skilled at interpreting and analysing research to inform actions
- Well-developed IT literacy to produce high quality documents and impactful presentations (using MS Office packages, google drive)
- Demonstrates natural ability and personality that will build and maintain personal credibility with client and partner relationships with a responsive “can do” attitude
- Able to work flexibly to accommodate early and late working times from time to time
- Understanding of the requirements of Equality and Diversity

Benefits of working with us



Volunteering
scheme



Interest free
travel to work
loan



Enhanced
maternity and
paternity pay



Social events



Agile
working



Interest
free
learning
loans



Private
healthcare



Life assurance
cover



24 days
holiday*



Birthday
leave



Free healthy
breakfasts



Sabbaticals



Employer
matched
pension
scheme



Shape Our
Team scheme
(£500)



Employee
shared
ownership



Employee
assistance
program



Buy and sell
holiday scheme



Eyecare
vouchers

*Increases to 25 days after 2 years