

Innovation and Data Coordinator

1 Position overview

The Innovation and Data Coordinator is an important role in our dynamic and fun team. Primarily supporting the delivery team, you will play a key administrative role in supporting the programme delivery as you become a skilled professional in the fast-moving world of building performance and sustainability.

You will be working in an interesting field and will be able to see the personal contribution that you make to the clients we work with.

Location: Oxford, UK

Salary: £18,000-£20,000 pa. (based on experience)

Term: Full-time (opportunities for flexible hours and occasional working from home)

2 Specific responsibilities

Programme delivery

- Support the delivery team in preparation for innovation sourcing rounds.
- Participate in phone calls with clients, innovators and industry experts, build relationships and be able to confidently discuss a wide range of subject areas.
- Support the Innovation Manager and the Innovation Outreach Manager in delivering the output of the innovation sourcing process.
- Attend conferences and events to constantly broaden your network, industry knowledge and identify innovation opportunities.

Database management

- Manage the upload, maintenance and quality of data in our innovation database.
- Assist in the capturing, storing and sharing of exciting client activities, to facilitate collaboration within our client base.

Team support

- Support the team in delivering events and maintaining a social media presence.
- Participate in activities to support the outreach team during key times of the year.
- Generate pre-sales information for the sales team with the support of the Innovation Manager and Head of Operations.
- Generate preparation materials for new client onboarding meetings and compile materials for follow up.

3 About you

- You have experience of working in an engineering environment or in building or facilities management. A scientific or engineering degree is an added bonus.
- You are interested in how technology can solve problems.
- You're enthusiastic about helping clients to have more sustainable buildings and reduce their environmental impact.
- You are a team player, who loves learning about a wide range of subject areas.
- You embrace change and can work on projects autonomously and with minimal supervision.
- You like multitasking, and are good at prioritising your workload whilst maintaining quality.
- You have strong verbal and written skills, with excellent attention to detail.

4 Management, co-ordination and review

- Your line manager will be Zoe Parminter, Innovation Manager, Innovation Gateway.
- You will be responsible for arranging monthly meetings with your line manager.
- Your objectives will be set annually, but may be reviewed and updated every six months.
- Your performance will be formally reviewed annually (December).