

## Junior Innovation Engineer

### 1 Position overview

The Junior Innovation Engineer is an important role in our dynamic and fun team. Primarily supporting our delivery team, this role will allow you to build on existing scientific and technical knowledge, to hone your skills and be part of facilitating conversations and connections at the forefront of innovation.

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:** £25,000-£30,000 pa. (based on experience)

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

### 2 Specific responsibilities

#### Innovation research

- Acquire a thorough understanding of the challenges our clients face, research industry baselines, and identify innovators/innovations that are relevant to these challenges.
- Create and compile documentation relevant to the process, such as research briefs that clearly summarise the scope of an opportunity to innovators and members of the research and outreach teams.
- 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

- Create technical reports based on innovations that have been successfully piloted by our Partners.
- Create innovation profiles for technology that has not yet been piloted.
- Manage the upload, maintenance and quality of data in our innovation database.

#### Team support

- Support the team in delivering events.
- 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 a scientific or engineering degree, or at least 5 years' experience in building services/performance.
- You understand technology, and are interested in how it 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).