

Building Performance Innovation Lead - Job Description

1 Introducing Innovation Gateway

The Innovation Gateway partnership enables partners to transform the performance of their buildings, through sharing experience and by sourcing the most exciting innovations in energy, waste, water, productivity, wellbeing and more. Clients include world-leading organisations like Tesco, Heathrow, Kingfisher Group, RBS, Nottingham City Council and Greene King.

We believe that we are onto something really exciting and we are looking for like-minded people to join us on our journey to making sustainable business happen. Innovation Gateway's DNA is a set of values and behaviours that unites our team.

- Collaboration – Working with our colleagues and clients to make sure our sum is greater than our parts. Collaboration is a way of doing business, a way of unlocking value and a mind-set.
- Passionate – What we're doing isn't easy. We passionately believe it's the right thing to do which is why we are so determined, focused and proud to do the work we do.
- Trusted and trusting – Everything we do relies on building trusting relationships. We strive to provide a safe, non-competitive environment where our clients and innovators can collaborate. Our role is to earn this trust.
- Making it happen – We have a can-do attitude and like getting things done. How else are we going to make sustainable business happen?

You'll work with amazing people. You will be part of an ambitious team, and work with colleagues who are motivated by a belief that the work they do positively contributes to the world we live in.

You'll make a difference. You will be able to see how the work you do is valuable to our Partners. We encourage new ideas and will give you the chance to run with them whenever they make sense.

We value your personal growth. You will have a chance to develop your skills and learn new things from day one.

2 Position overview

As the Innovation Lead you will hold a pivotal role in shaping the direction of innovation research through developing strong relationships with the Innovation Gateway Partners and utilizing your knowledge and experience of building performance and key industry themes. You will also support the ongoing relationships between innovators and Partners, ensuring the best possible opportunity for success of the pilot for the Partnership.

Location: Oxford, UK

Salary: 35-40k (dependent on experience)

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

3 Key accountabilities

You are accountable for the following:

- **Manage key operational relationships** with Partners to identify, understand and define the highest impact building performance challenges for biannual innovation sourcing activities.
- **Facilitate and support the relationships** between innovators and Partners to increase the likelihood of **pilot success and robustness of data and reporting**.
- Work closely with Partners operational teams to **enable and facilitate collaboration and knowledge exchange** across the Partnership.

4 Specific responsibilities

This is a critical role within the Innovation Gateway team. Given that we are a young business, the responsibilities are dynamic and diverse, and include the following:

- Support and guide the innovation sourcing team to achieve the best possible outcomes for our clients, individually and collectively.
- Support the development of thought leadership working groups, working closely with the Head of Operations.
- Utilise your network, knowledge and experience to enhance the service offering.
- Be a team player, supporting the innovation sourcing team in their technical professional development.
- Support with onboarding of new clients.
- Support the business development team with ad hoc queries.

5 Management, co-ordination and review

- Your line manager will be Lucinda Lay, Head of Operations, Innovation Gateway.
- Your objectives will be set annually, but may be reviewed and updated every six months.
- Your performance will be formally reviewed annually (December).

Apply for this role

Please apply by sending a CV and cover letter clearly stating why you are suitable for the role to lucindalay@innovationgateway.com.

Deadline: 19 April 2019

About you

Mandatory

- You have at least 5 years' technical experience in building services/performance.
- You have a demonstrable background in project, facilities, workplace, building, energy, environmental management or similar.
- You have excellent communication, negotiation and diplomacy skills and have previous experience of working with both operational teams and senior level management.
- You have worked on or run innovative projects before and have experience of the innovation journey. You have experience of writing project business cases, writing up projects and are commercially aware.
- You enjoy learning about a wide range of subject areas, understand technology easily, and are interested in how it can solve problems. Including situations where buildings innovation is only part of the solution i.e you can easily take a systems approach to solutions.
- You have demonstrable enthusiasm about helping clients to have more sustainable buildings and reduce their environmental impact and operational costs.
- You are a team player,
- You embrace change and can work in both an agile way and on projects autonomously and with minimal supervision.
- You like multitasking, and are good at prioritising your workload whilst maintaining quality.

Optional

- You hold a good degree in mechanical engineering or similar relevant subject or have sufficient demonstrable industry experience.
- You have experience in a core aspect of sustainability – water, energy/carbon, building fabric, renewable energy.
- Experience in Internet Of Things or building management systems.
- You can explain complex information in an easy and accessible way.
- You are a member of CIBSE and can demonstrate a keenness for CPD and professional development.

Equal Opportunities and GDPR

Innovation Gateway is committed to the principles of equal opportunity for all and specifically prohibits discrimination of every type. Our policy is always to ensure that all persons are treated fairly irrespective of their race, gender, sexual orientation, age, religion, political beliefs, trade union membership or non-membership, marital, physical or mental status or any other factors including pregnancy and maternity.

Any personal data we collect from you as part of a recruitment process will be processed in accordance with the GDPR; please see our Applicant Privacy Policy.