



Innvotek Limited

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www.innvotek.com

Innvotek is a leader in the business of Innovation. We collaborate with organisations to drive business growth, while creating value throughout innovation. Driven by a desire to solve complex challenges we help develop products that accelerate advances in technology and science. We invest both our technical expertise and funding 'know-how' to fuel the commercialisation of inventions and patent portfolios.

Our mission is to energize and streamline a knowledge based economy that will drive innovation.

Position: Project Manager (Grant Management) @ Innvotek Ltd

Location: Solihull, UK

Funded by Innovate UK and H2020, Innvotek is delivering four exciting new projects due to commence in early 2018, supporting the development of innovative technologies in the areas of robotics, manufacturing and medicine, and is seeking to appoint a Project Manager to manage the entire life cycle of the projects under the funding frameworks.

The role will encompass all the required activities to manage these projects including monitoring and reporting, finance management and management of the overall collaboration and communication with the consortia and funders.

We are looking for an enthusiastic and motivated individual who enjoys working in multidisciplinary teams and has a hands-on attitude. Experience in managing a number of EC and/or Innovate UK grant projects is crucial for the role.

Main duties and responsibilities:

- Monitoring the entire life cycle of the projects under its funding frameworks (EC & Innovate UK)
- Managing the project budget and preparing reports (financial and deliverables)
- Acting as a helpdesk to the entire consortium for administrative, financial and contractual matters.
- Managing governance bodies' meetings and consortium meetings, including the preparation of the agenda and minutes and any follow-up tasks.
- Monitoring progress on work plan objectives, deadlines, milestones and deliverables. Contributing to the deliverables and milestones directly.
- Ensuring appropriate dissemination and communication related to the project, i.e. regular updates for website/intranet; operational lead in drafting press releases and newsletters; and use of social media for dissemination, public engagement and communication.
- Collaborating with internal and external partners and liaising with the funding agencies

- Supporting the project consortium, management structure, and ensuring compliance with programme, call requirements and programme financial/legal guidelines.
- Drafting amendments to the consortium and the grant agreements and their management through the life cycle of the project.
- Supporting operational preparation and the editing of scientific reports (including progress reports and deliverable reports) to the funding body.
- Working with the Innovation Director, Chief Executive and team colleagues as required, and contribute to a wide range of areas, from different client accounts to internal Innvotek projects.

Person Specification:

- Educated to degree level (or equivalent experience) in a scientific, technical or business discipline
- Proven experience with European and/or IUK project management at coordination level
- Flexibility and ability to work on multiple projects to meet deadlines
- Ability to work independently and excellent attention to detail
- Strong organization and time management skills
- Excellent communication skills
- A passion for concepts and ideas which fulfil a technology/product gap in the market.

What we look for:

We are looking for people who are smart, curious and pro-active. We value each individual and want you to be the best version of your professional self: continuously improving on your role and always thinking *synergy* (how the pieces of the puzzle fit together and what you can do about it).

What we offer:

We are a highly dynamic and international team and we offer a competitive salary based on experience, a level of flexibility which allows you to manage your own time and work spot, and both an open environment and informal culture.

To apply please send your CV highlighting “Project Management” in the subject line to recruitment@innvotek.com

Please include your notice period or availability to start, current location and anything else you would like us to know about you.