Knowledge Transfer Network

Job Description: i3P Senior Lead

**Job Purpose**
To lead the development and implementation the strategic objectives of i3P and their operational delivery. This will include but not be limited to, delivery programme management; financial oversight; process & procedure development; strategic partnership development; marketing; membership and business development. The post holder will also stimulate and develop cross-sector opportunities.

**Reporting to:** KTN Director

**Grade:** Head of

**Salary:** £ 55,000 to 89,000 depending on experience. The role can operate on a 0.8 to 1.0FTE basis

**Location:** Home or office-based working, with considerable UK travel and a requirement to attend regular engagements in London where the majority of i3P activity is based.

**Context**
Infrastructure Industry Innovation Partnership (i3P) exists to drive change. With a focus on innovation, our purpose is to transform the performance of the infrastructure and construction industry, delivering improved productivity and growth, along with better, more sustainable infrastructure assets for our society and our economy.

i3P is a ‘flagship’ initiative drawing together an ambitious, industry-led group to foster a collaborative culture of innovation. This provides a mechanism for strategically directed activity to address the major challenges facing the infrastructure industry. KTN is seeking a Senior Manager to lead the continued development, direction and growth of i3P.

**Scope:**
The post holder will need to demonstrate the credibility and profile to represent KTN and i3P with senior leaders in industry, government, funding agencies and other relevant stakeholders. As this is a multi-faceted and rapidly evolving environment a ‘can-do’ and adaptable approach is essential.

The post holder will own the strategic objectives and operational delivery of i3P. They will lead on a full range of activities including, but not limited to, delivery programme management; financial oversight; process & procedure development; strategic partnerships; marketing; membership and business development, while also, when required, delivering day-to-day tactical engagement.

One key requirement of the post is to stimulate and develop cross-sector opportunities. Therefore, the post holder will need to ensure that i3P activity is visible across KTN and the broad range of communities it represents and so maximise value from cross-sector learning and innovation.

**Key accountabilities**
- Delivery of i3P 3-year Delivery Plan as required by the Delivery Leadership Group and
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relevant KTN Director (approximate 70% project focus and 30% strategic focus).

- Develop with members and manage a portfolio of innovation projects to secure and grow the position of i3P in the infrastructure and construction landscape.
- Measure and improve i3P’s reputation as a key influencing body in the development of innovation support and direction in the infrastructure sector.
- Increase engagement and contribution from all i3P members, ensuring activity drives value and satisfaction levels broadly across the membership.
- Develop and implement strategies for sustainable long-term membership growth.
- Promote and support the development of cross-cutting approaches with areas such as transport, energy, telecoms, security and space etc. for the benefit of i3P stakeholders.
- Provide financial oversight of the i3P Programme, monitoring income levels and reviewing / controlling costs within the budget envelope.
- Identify and monitor trends and opportunities for innovation through interaction with business and the technology base.
- Ensure i3P members are aware of the funding opportunities within the Infrastructure research and innovation sphere and are increasingly successful in accessing them.
- Actively promote and embed Equality, Diversity and Inclusion (EDI) in all work and support and comply with the organisational initiatives, policies and procedures of our client and supply partners on EDI.

Job responsibilities

- Manage the delivery of the i3P Project Management Office (PMO) function to agreed targets
- Provide ongoing financial oversight and management of programme resources. Develop programme budgets and manage activity accordingly.
- Facilitate the transfer of knowledge and the development of collaborations between industry and research groups.
- Develop i3P’s understanding of the technology needs and opportunities for the growth of UK Industry and the scientific capabilities of the research base
- Facilitate networking opportunities for industry to meet with peers and potential collaborators through the organisation of workshops and other meetings etc.
- Understand and facilitate access to Innovation support mechanisms for businesses and to help develop funding and investment applications.
- Promote the benefits of i3P and KTN both within infrastructure and cross-sectoral.
- Display and maintain a high level of scientific and technical awareness in a broad range of topics of relevance to the UK capability and industry needs.
- Work with KTN Marketing and Communications team to ensure i3P is engaged and positioned with requisite profile both within and across sectors.
## Person Specification

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<th>Criteria</th>
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<th>Desirable</th>
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| **Education** | • Degree level or demonstrable equivalent experience in a scientific, technical or engineering discipline | • Post-graduate degree or equivalent industrial research experience in a relevant sector  
• A project management qualification |
| **Experience** | • Industrial leadership experience within the infrastructure sector  
• Track record of delivering projects or programmes to challenging timeframes in a multi-party environment  
• A track record of building effective relationships with key stakeholders ideally including research and industry  
• Experience of accessing Innovation support mechanisms for businesses and helping develop funding and investment applications.  
• Development and management of budgets.  
• A track record of effective internal team working to ensure transfer of relevant opportunities. | • Experience in working effectively with Marketing Communications to ensure effective brand profile |
| **Skills** | • Ability to manage the delivery of the i3P PMO function  
• Skilled in building relationships with internal and external stakeholders.  
• Highly developed facilitation and stakeholder management skills.  
• Highly developed interpersonal skills  
• Ambassadorsial skills and ability to promote the benefits of i3P and KTN within and beyond the sector.  
• Financial and commercial acumen  
• Advanced networking, workshop and meeting skills | • Agility to work effectively beyond the infrastructure sector into wider technology and business areas and at all levels. |
| **Knowledge** | • A strong appreciation of Government considerations in cross-departmental work.  
• Scientific and technical awareness in a broad range of topics of relevance to the UK capability and industry knowledge.  
• A sound understanding of the research base | • Active and credible within the innovation and infrastructure landscape.  
• Awareness of the innovation funding landscape (e.g. Innovate UK) |
| **Circumstances** | • Able to work from home or from Edinburgh or London Office base and travel extensively (including overnight stays). | • Driver with own car which they are willing to use for business use.  
• Base in or close to London |
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