

## IXION GROUP – JOB DESCRIPTION

**JOB TITLE:** Innovation Funding Manager

**Reporting to:** Head of Innovation (innovation Division)

**Purpose of Job:** To be to support our clients with all administrative aspects related to contract compliance.

### KEY RESPONSIBILITIES:

- Ensure the Bid Management team within Ixion Innovation is provided with the support necessary to deliver high quality client bids on time.
- Principal accountabilities:
  - Prepare, monitor and manage team schedules, progress and milestones to ensure smooth and timely delivery of our projects
  - Maintain excellent client relationships - monitoring actions, communicating progress and intervening to ensure timely delivery.
  - Prepare and distribute templates, data structures, action lists and other materials for bid management.
  - Review bid documents against funding body guidelines to ensure eligibility. Proof reading documents to check for spelling, grammar and formatting issues.
  - Manage the office: supplies, stationery, meetings, kitchen, policies, procedures.
  - General administration: organising travel, hotels, meetings, calendars and events
  - Developing and implementing office policies to continuously improve performance
  - Update CRM (client relationship manager) system
  - Undertake financial checks on businesses
  - Maintain file structures and project archives
  - Ensuring wider company policies are managed effectively. These include but not limited to GDPR, Health and Safety, equal opportunities and safeguarding
- Provide general administrative support and duties for the following:
  - Innovation divisional director
  - Head of sales and the sales team
  - Head of Innovation and bid writing team
  - Head of compliance and the project compliance team

## **GENERAL RESPONSIBILITIES:**

- Ensure that you work to the IXION Group's vision, values, objectives and priorities and are strongly committed to them
- Understand and adhere to all responsibilities to ensure that relevant quality requirements (e.g. those belonging to IXION's Quality Assurance Framework, the prime contractor, funding body, OFSTED, DWP Quality Framework, or any other contract stakeholder) are maintained
- Promote the principles of Equality and Diversity and ensure that the policy is fully applied at all times
- Understand and be committed to all personal responsibilities under Health & Safety and Safeguarding procedures, and ensure that the policies are adhered to at all times
- Ensure that the Code of Conduct, Data Protection, Harassment & Bullying Confidentiality, Anti-Fraud, Data Security and all other policies of the Company are fully applied at all times
- Strictly adhere to all IXION processes and procedures
- Ensure individual expertise and subject area knowledge is up to date through Continuous Personal Development, including sharing good practice, engaging with training and acquiring / maintaining any individual qualifications required for the role.
- Work flexibly across offices, as and when directed by line managers.
- As necessary, and in addition to the above, undertake other activities commensurate with the nature of the post.

## **Core Competencies**

All IXION employees are required to demonstrate a number of core competencies

- Self management – manage workload effectively
- Relationship management – develop and maintain productive relationships with your Team, Management, Clients, Partners, Sub contractors and all key stakeholders.
- Customer focused – committed to understanding client aspirations, supporting their needs.

## **Attitudes & Behaviours**

- Represent IXION in a professional manner on all occasions.
- Strive to improve practice to be creative and innovative and work towards continuous improvement
- To adopt a co-operative approach to delivery by maintaining and promoting effective communications, sharing good practice across the organisation and with externally.

## **SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:**

### **Essential**

- Excellent IT skills that include Word, Excel, Powerpoint and Outlook.
- Ability to meet tight deadlines, prioritise work and work under pressure.
- Good team player and able to work on own initiative.
- Customer focused with excellent communication and interpersonal skills.
- Good telephone manner.
- Excellent organisational skills.
- Ability to multi-task.
- Good attention to detail & accuracy.
- Good time management.
- Able to independently develop viable solutions to problems as they arise
- Proactive in providing relevant management information

### **Desirable**

- Experience of EC H2020 and Innovate UK project administration
- Experience of design/marketing activities.

## **QUALIFICATIONS REQUIRED:**

- Level 2 English
- Level 2 Mathematics

## **OTHER SUPPLEMENTARY INFORMATION ABOUT ROLE:**

Ixion is committed to safeguarding and promoting the welfare of all participants and expects staff to share this commitment.

This role is subject to completion of the Baseline Personnel Security Standard (BPSS) vetting process (including a satisfactory Basic Level DBS check), due to the nature of the work being undertaken.

**Approval of Role:****Divisional Director:** John Danvers**Date:** 13/12/19**Signature:** **Chief Operating Officer:** Jaqueline Orton**Date:****Signature:**