

## JOB DESCRIPTION

<b>SPECIFIC JOB</b>	Innovation Manager
<b>GENERIC ROLE</b>	
<b>LEVEL/GRADE</b>	
<b>JOB FAMILY</b>	Rothamsted Enterprises (REL)
<b>CONTRACT TYPE</b>	Permanent
<b>HOURS</b>	FT 5 over 7 days contract
<b>REPORTS TO</b>	CEO
<b>DEPARTMENT</b>	Rothamsted Enterprises
<b>LOCATION</b>	Rothamsted Campus, Harpenden
<b>DATE</b>	30th June 2026

### OVERVIEW OF ROTHAMSTED ENTERPRISES (REL)

The Innovation Manager is responsible for driving innovation activities across the campus. The post holder will oversee the implementation and management of innovation-driven projects, fostering collaboration across departments, tenants' community and the innovation network.

This role requires close cross-functional collaboration with the wider Rothamsted campus community, including key stakeholders at Rothamsted Research (RRES), colleagues at BBSRC and other funders to ensure growth programmes are coordinated and delivered to achieve KPI and impact.

The ideal candidate will possess the following skills:

- Preferred entrepreneurial experience or experience working with start-ups and the ability to grow a network quickly
- The ability to understand the appropriate support an entrepreneur needs to help scale their business
- Project manage various projects at one time, with internal and external customers
- A desire to grow knowledge of emerging technologies in the Agritech sector

Key Performance Indicators:

Identify and lead on the development of new translational or commercial activities to support business growth and commercialisation

Attract innovation-led, R&D driven businesses or wider innovation / investment organisations to campus

Identify external funding to support innovation from both public and private sectors

Secure large corporate partnership for the campus

Deliver tailored support to businesses or emerging businesses (pre-incorporation) on campus and prepare a strategy document outlining how REL could deliver this type of support in the future

The role holder is expected to carry out the duties listed below, along with any other duties reasonably required by the line manager or Institute, commensurate with the grade and level of responsibility for the post.

MAIN DUTIES OF ROLE			
Generic Outputs	Weighting	Description of Outputs	Description of Job
<b>OPERATIONAL SERVICE DELIVERY</b>	50%	Implementation of long-term strategic initiatives across a large/significant specialist or professional area with broad internal and external impact	<ul style="list-style-type: none"> <li>• Understand the growth and support needs of the onsite business community to connect them with our network to facilitate business growth.</li> <li>• Develop an understanding of the RRES scientific direction, identify collaboration opportunities, and facilitate connections where appropriate.</li> <li>• Understand the local landscape of business support and collaborate rather than duplicate what is currently on offer in the local area.</li> <li>• Expand the business support network to include academics, investors, entrepreneurs and industry partners.</li> <li>• Respond to introduction requests from internal business community and external business contacts.</li> <li>• Have clear understanding of the science and tenant offer on site to have the ability to facilitate introductions to key Rothamsted science areas to increase collaboration.</li> <li>• Work with the CEO and Rothamsted colleagues to build relationships with BBSRC, Knowledge Transfer Network, Innovate UK and other relevant organisations to create an excellent reputation for innovation in agritech.</li> <li>• Support international visits on campus to identify where potential collaboration and opportunities could be created.</li> <li>• Keep up to date with the developments and opportunities in the agritech arena and feed potential opportunities to the Campus Sales Manager.</li> <li>• Attract new innovation-led, R&amp;D driven businesses or wider innovation / investment organisations to the Rothamsted campus, at least one of which needs to be a medium sized scaling agritech businesses with a strong potential for impact case study. In addition, develop a tenant profile and scenarios for how this profile might need to evolve over the next 1, 3 and 5 years to ensure Rothamsted campus develops in line with campus vision.</li> <li>• Secure external funding through the Charity/ Philanthropy funding.</li> <li>• Secure large corporate partnership for the campus related to agritech.</li> </ul>

			<ul style="list-style-type: none"> <li>• Deliver tailored support to businesses or emerging businesses (pre-incorporation) on campus and prepare a strategy document for how REL could deliver this type of support in the future.</li> <li>• Work with RRES grants team to learn about business led grants, or industry lead grants that need a business partner and identify suitable campus companies that might benefit.</li> </ul>
<b>FINANCE AND RESOURCE MANAGEMENT</b>	10%	Management of budgets and resource planning for a major functional grouping	<ul style="list-style-type: none"> <li>• Quarterly meetings with campus clients to capture information about job creation, funding requirements, business objectives and challenges, expansion needs etc.</li> </ul>
<b>LEADERSHIP AND MANAAGEMENT &amp; RELATIONSHIPS</b>	25%	Contributing to REL leadership roles; fostering strong performance among teams, and proactively managing talent/employee development for major business service function	<ul style="list-style-type: none"> <li>• Track introductions between onsite, offsite communities and outcomes where possible.</li> <li>• Work closely with SHAKE and KEC teams to identify joint opportunities to create a pipeline of tenants and effectively for the benefit of the whole campus.</li> <li>• Build rapport with BBSRC and other public bodies in the public innovation space.</li> <li>• Build an understanding of the agritech innovation landscape and how the Rothamsted campus can build its USP.</li> </ul>
<b>WORKING WITH OTHERS</b>	10%	Leading and influencing interactions with senior colleagues and key stakeholders	<ul style="list-style-type: none"> <li>• Build rapport with BBSRC campuses and other campuses to support intra connectivity.</li> <li>• To work with the REL team to increase the innovation activities across the campus.</li> </ul>
<b>CONTINUING PROFESSIONAL DEVELOPMENT</b>	5%	Leading, reviewing and refining learning and development in teams and creating an environment which enables self and others to develop	<ul style="list-style-type: none"> <li>• Identify training and development opportunities that might support you in this role.</li> </ul>

PERSON SPECIFICATION AND SHORTLISTING CRITERIA*				
SPECIFIC JOB TITLE		Innovation Programme Manager		
HOURS		FT 5 over 7 days contract		
REPORTS TO		CEO		
DEPARTMENT		Rothamsted Enterprises (REL)		
LOCATION		Rothamsted Campus, Harpenden		
DATE		30th June 2026		
EDUCATION/QUALIFICATIONS		Essential	Desirable	How Tested? **
1.	Five GCSEs (including maths and English) or NVQ1/2 or City & Guilds or equivalent, with some relevant work experience			AF/Cert
2.	Educated to degree level			AF/Cert
EXPERIENCE/KNOWLEDGE/SKILLS		Essential	Desirable	How Tested? **
1.	Understanding and experience of an innovation landscape			AF/IV
2.	Excellent knowledge of public and private investment pathways			AF/IV
3.	Understanding and experience of an innovation campus			AF/IV
4.	Sound decision maker			AF/IV
5.	Always demonstrates high professional standards in their approach and presentation			IV
BEHAVIOURS/COMPETENCIES				How Tested? **
1.	<b>Drive for Quality:</b> Is motivated and committed to doing their job to the best of their ability			IV
2.	<b>Effective Communication:</b> Listens and communicates clearly to others			IV
3.	<b>Creativity and Innovation:</b> Accepts and adapts to change; makes connections and encourages a creative environment			IV
4.	<b>Developing Self and Others:</b> Identifies learning and development needs			IV
5.	<b>Professional Conduct:</b> Demonstrates honesty and respect			IV
6.	<b>Productive Relationships:</b> Cooperates with and supports colleagues			IV
7.	<b>Strategic Thinking:</b> Aligns actions with wider goals and models			IV
GENUINE OCCUPATIONAL REQUIREMENTS		Essential	Desirable	How Tested? *
1.	A full, valid and clean driving licence			AF/IV



2.	Ability to work 5 days over 7 which includes weekends, bank holidays and evenings.			AF/IV
----	--	--	--	-------

\* Minimum requirements of the post and how they will be assessed

\*\* Evidence of criteria will be established from: **AF** (application form), **IV** (interview), **Test** (skills test/prepared question/presentation), **Cert** (certificated checked by interview panel)



## REL Values

Value	Expected Behaviours
<p><b>Innovation</b></p> <p><u>REL Value: We shape our future</u></p> <p><i>We actively seek, test, and implement new ideas, technologies, and ways of working that improve efficiency,</i></p>	<ul style="list-style-type: none"> <li>• Allocates time and resources to innovation, improvement, and experimentation within their role.</li> <li>• Proactively identifies inefficiencies and suggests practical improvements.</li> <li>• Encourages and listens to new ideas from colleagues at all levels.</li> </ul>
<p><b>Sustainability</b></p> <p><u>REL Value: We are aware of our impact</u></p> <p><i>We take responsibility for our environmental, social, and economic impact by making sustainable choices in how we work, operate, and lead.</i></p>	<ul style="list-style-type: none"> <li>• Considers environmental impact when making decisions and planning activities.</li> <li>• Supports and contributes to sustainable practices and eco-friendly innovations.</li> <li>• Actively reduces energy use, waste, and unnecessary consumption.</li> <li>• Uses resources efficiently and responsibly.</li> </ul>
<p><b>Enterprise</b></p> <p><u>REL Value: We drive excellence</u></p> <p><i>We deliver high-quality services, maintain strong assets, and pursue opportunities that ensure long-term</i></p>	<ul style="list-style-type: none"> <li>• Understands and supports the purpose and identity of their service area.</li> <li>• Delivers services that meet the needs of diverse users and stakeholders.</li> <li>• Demonstrates commercial awareness and cost-conscious decision-making.</li> <li>• Takes responsibility for maintaining and improving assets and</li> </ul>



<p><b>Community</b></p> <p><u>REL Value: We empower connections</u></p> <p><i>We build meaningful relationships that strengthen</i></p>	<ul style="list-style-type: none"> <li>• Actively contributes to local, national, and international community engagement.</li> <li>• Builds collaborative relationships across teams, partners, and industries.</li> <li>• Supports the attraction and retention of tenants aligned with the campus ecosystem.</li> <li>• Contributes to a vibrant, welcoming, and inclusive environment.</li> <li>• Maintains positive, professional relationships with stakeholders</li> </ul>
<p><b>Communication</b></p> <p><u>REL Value: Communication is our foundation</u></p> <p><i>We communicate openly, respectfully, and clearly to</i></p>	<ul style="list-style-type: none"> <li>• Communicates information clearly, accurately, and in a timely manner.</li> <li>• Practices discretion and confidentiality when required.</li> <li>• Recognises and celebrates individual and team achievements.</li> <li>• Engages in meaningful, two-way conversations and actively listens.</li> <li>• Maintains professional communication across all departments</li> </ul>
<p><b>Teamwork</b></p> <p><u>REL Value: We are stronger together</u></p> <p><i>We collaborate respectfully, support each other's development, and take shared responsibility for success.</i></p>	<ul style="list-style-type: none"> <li>• Works towards clear goals and takes ownership of personal performance.</li> <li>• Collaborates effectively within diverse, multi-skilled teams.</li> <li>• Demonstrates respect, integrity, and calmness, even under pressure.</li> <li>• Seeks learning opportunities and applies feedback to improve performance.</li> </ul>