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JOB DESCRIPTION

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| **Job Title: Business Innovation Advisor** **Grade**  **Spot point****Directly responsible to: Assistant Principal of Curriculum and Stakeholder Engagement** |

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| **Purpose of the role** **Funded by Innovate UK through the Further Education Innovation Fund (FEIF). This role is one of ten BIAs across Greater Manchester and will be employed by Bolton College.****Business Innovation Advisors (BIAs) will play a crucial role in guiding businesses toward creative solutions, fostering a culture of innovation, and identifying opportunities for improvement. BIAs will empower small enterprises to thrive in an ever-evolving business landscape.****As a new post within the FE system, funded through the GM FE Innovation Programme, this will be a dynamic role that evolves as we grow our knowledge and understanding of ‘what works’.** |

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| **MAIN RESPONSIBILITIES AND DUTIES:**1. Engage with small employers to understand their business goals, challenges and objectives.
2. Support businesses to develop their innovation strategies by providing support and signposting to specialist innovation support within the GM ecosystem.
3. Oversee the management of Coordinators and assigned Innovation Centre.
4. Understand market trends and industry best practice to inform innovation recommendations.
5. Undertake business diagnostic reviews, utilise appropriate business analytical tools and refer businesses for specialist support as appropriate.
6. Facilitate workshops and events to generate creative ideas and solutions.
7. Learn how to evaluate and prioritise potential innovations based on feasibility, impact and alignment to local business needs and goals.
8. Provide guidance on leveraging emerging technologies and digital tools to enhance efficiency and overall business performance.
9. Identify opportunities for automation, data analytics and other technology driven solutions and refer for innovation and technical support as appropriate.
10. Encourage a culture of innovation within businesses by promoting a mind-set that embraces change and continuous improvement.
11. All employees of any Greater Manchester Colleges are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
12. All employees of the Colleges are required to work within and contribute to the achievement of the College strategic plan.
13. To undertake such other duties that may be reasonably required commensurate with grade.
14. Be committed to personal professional/vocational development and participate in the College’s appraisal process and training and development activities as required. All employees of the College are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
15. To work flexibly, which may include evenings, open days, and possibly weekends.
16. It is the responsibility of the post holder to promote equality and diversity throughout the College.
17. The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity.
18. To promote health, safety and welfare throughout the College.
19. To undertake their duties and responsibilities in full accordance with the College’s Health and Safety Policy and Procedures.
20. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Colleges.
21. The post holder will undertake their duties in full accordance with the Colleges’ policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
22. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.

 1. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.
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| **PHYSICAL CONDITIONS****PLACE OF WORK**This post will be based predominantly at the Deane Road Centre, but as the college has a number of out centres in the Bolton area, the post holder may be expected to visit these from time to time as needed. **WORKING HOURS**You will be expected to work 37 hours per week. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.**Training**The College wishes to encourage staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.All staff will be required to participate in an annual staff development review.**SOCIAL CONDITIONS****PROBATIONARY PERIOD**For new employees to Bolton College, the first 9 months will be a probationary period, during which their suitability for the position to which they have been appointed will be assessed. The College reserves the right to extend their probationary period if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the College on giving one month’s written notice. The College’s Disciplinary Procedure will not apply during the probationary period.**APPRAISAL**The post holder will be required to participate in a staff appraisal scheme approved by the College.In the interests of health and safety, smoking is not permitted at Bolton College. |
| **JOB DESCRIPTION PREPARED BY:** **DATE: March 2024** |