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| **Sustainable Innovation Manager**  **- JOB DESCRIPTION** | Swoosh1 | **HIAL** | **P** |
| **AMSL** |  |
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| **1. Job Holder: Vacant** |  |
| **Job Title: SUSTAINABLE INNOVATION MANAGER** |  |
| **REPORTS TO: Head of Business DEVELOPMENT** |  |
| **LOCATION: KIRKWALL AIRPORT/ HIGHLANDS & ISLANDS / FLEXIBLE WORKING** |  |

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| **2. JOB PURPOSE**  The **Sustainable Innovation Manager**will champion sustainability and work corporately to embed commercial sustainable innovation projects across HIAL activities, particularly for the Sustainable Aviation Test Environment project.  To deliver & develop the Sustainable Aviation Test Environment (SATE) project exploitation plan is a key objective of the overall HIAL commercial & corporate strategy, and this role will have responsibility for developing & delivering the future commercial opportunities.  To identify & build business cases for new sustainable business opportunities that can create future revenue streams for HIAL. These opportunities could include aerospace and energy provision opportunities at HIAL airports.  To identify and apply for future funding opportunities to support the delivery of HIALs sustainability corporate objectives. These funds are likely to involve multi-project partners and this role will be responsible for researching and identifying appropriate partners and leading or supporting funding bids.  To identify and represent HIAL on sustainable innovation projects/ forums lead by other organisations that will help HIAL meet corporate sustainable commercial objectives.  Manage the development of and delivery of multiple sustainable innovation projects  Advise & manage the HIAL Board and SMT expectations around a fast-changing future & be able to support/advise in taking the first steps with sustainable innovation projects to inspire others to buy-in and participate.  Ensure the commercial/ innovation opportunities are embedded within the HIAL Sustainability strategy |

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| **3. REPORTING STRUCTURE** |

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| **4. DIMENSIONS**  Highlands and Islands Airports Ltd (HIAL) is a company wholly owned by Scottish Government.    The company mission is “To create social benefit and economic prosperity by building Scotland’s sustainable regional airport group of the future”. This is reinforced by our vision to become a net-zero Carbon regional airport group.    The company operates over 11 locations and has its Head Office in Inverness.    The company employs 650 staff across the 11 locations and Head Office.    On an annual (pre-Covid 19) basis the company supports 136,000 flights and 1.8m passengers.  Income generation target for this role is £1-5M / annum  Direct reports - 1  Partner management – multi stakeholders up to CEO level  The SATE consortium is led by HIAL and includes the following partners: University of the Highlands & Islands (UHI); European Marine Energy Centre (EMEC); Ampaire; ZeroAvia; Windracers; Flare Bright; Orkney Islands Council; Highlands & Islands Enterprise; HITRANs; Connected Places Catapult & Arcadis . The SATE enables the demonstration and testing of novel aircraft, using Kirkwall Airport as a base, but will progressively use other airports in the HIAL network and airfields across the Highlands & Islands.  The total 24 months budget for the SATE2 project will be £13.7M of which £3.7M is HIAL budget. |

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| **5. MAIN ACCOUNTABILITIES OF THE POST**   1. Oversees and implement changes in approaches, methods, products, and processes to enhance competitiveness and improve organisational efficiencies to support the delivery of the sustainable airport group mission from the commercial perspective. 2. Identify, strategise, develop, and drive transformative sustainability commercial initiatives and champion the role of innovation within HIAL by aligning overall business strategy with innovative thinking. 3. Works with multiple industries, including aerospace and energy sectors, to identify new opportunities for the aircraft & airport infrastructure that are relevant to growing the economy of the Highlands & Islands. This will involve prospecting and building new relationships, with the ability to identify where we will achieve best ROI from our resources. 4. Responsible for the SATE exploitation plan ensuring objectives and goals are delivered and/or adapted to meet changing external circumstances. 5. Investigates develops and implements HIAL sustainable commercial policies, goals, objectives, and procedures to increase revenue. 6. Researches, recommends, and applies for relevant grant funding or commercial investment that will support the delivery of HIAL sustainability objectives. 7. Develops a clear vision for HIALs sustainability commercial activities and inspires airport & head office management teams to work with them to ensure delivery at airport & department level. 8. Manages the internal politics / communications associated with innovation projects to encourage buy-in and support across all levels of the organisation. 9. Represents HIAL on a variety of relevant boards and committees; prepares and presents Board Papers and other necessary communications to the SMT and HIAL Board. 10. Supports the Head of Business Development to deliver the department strategy. 11. Performs other related duties as assigned. |

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| **6. WORK CONTEXT**  **Working Pattern**:  The working pattern is Monday to Friday during standard office hours. Hours of work for full-time employees are 40 hours inclusive of paid meal breaks resulting in a 35 hour working week.  **Working Environment:**  The base location for the role is flexible within proximity of a HIAL airport.  HIAL operates a flexible working policy and employees may be based across our geography within daily travelling distance from one our airport locations.  Our flexible working system may also allow staff to have the ability to work from home and from an office base. Home Workers are required to attend their base location on a regular basis to attend meetings and undertake any tasks that require their attendance in the office.  All flexible working applications will be considered in line with operational requirements.  The role also involves customer and stakeholder engagement, attending and presenting at conferences. |

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| **7. AUTONOMY AND DECISION-MAKING**  This role reports into the Head of Business Development who is a member of the HIAL Senior Management Team (SMT).  This role has a high degree of autonomy and decision making and will provide business cases with recommendations to the SMT and HIAL Board.  A strong business acumen is required, along with forward thinking with the ability to adapt to dynamic situations.  An understanding of innovation and how it can be applied in business.  An ability to engage public sector agencies and influence their support for key projects. |

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| **8. COMMUNICATIONS**  This role will have a high public profile and will be proactively promoting the Sustainable Aviation Test Environment opportunities at all levels of conferences and forums, including within Scottish and UK Government departments where appropriate.  Influencing the setting up of partnerships and finding investment partners will involve working with companies up to CEO levels.  This role will require support and buy in from Airport Management teams and functional heads of department. An ability to develop and deliver a strong internal communication strategy is essential. |

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| **9. KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED**  The table below sets out the knowledge, skills, behaviours and attributes required to successfully undertake this role. These are broken down into a number of competencies which make up the HIAL competency framework.  Each competency has four levels:   |  |  | | --- | --- | | Level A | All of Us | | Level B | Line Managers or Specialists with an advisory responsibility | | Level C | Operational Managers, and Specialists with responsibility for a subject area | | Level D | Senior Managers, Directors, Heads of Department, General/Airport Managers, Functional Managers |   Embedded within HIAL competency framework are our values. Our values have been chosen to represent the kind of organisation we are, and need to be to achieve our vision and mission. They represent how we work together and how we work with and for others. Our values are:   * Openness * Respect * Innovation * Ownership * Excellence |

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| **COMPETENCY** | **REQUIREMENTS – LEVEL D** |
| **JOB KNOWLEDGE** | **ESSENTIAL**   * Possesses an overall understanding of legislation, policy and procedure relevant to their role and audits compliance in areas of responsibility. * Uses their expertise to contribute to the development of corporate strategy and policy, contributing effectively to corporate decision making. * Contributes effectively to resource planning identifying skills needs and shortages in area of expertise * Adopts a Company-wide perspective to ensure alignment of procedures and practice * Supports teams to succeed, devoting dedicated time to empowering people through coaching and mentoring and sharing knowledge and expertise. |
| **COMMUNICATION** | **ESSENTIAL**   * Shows a genuine interest in other people's views. * Openly shares information. * Adapts communication style to suit a variety of audiences. * Persuades and influences others using logic and reason. * Understands who will be affected by an issue/change in approach and ensures all stakeholders are kept informed/communicated with appropriately. * Relays management decisions and Company policy and information with conviction, support and authority. * Ensures others are aware of data protection responsibilities and monitors compliance.   **DESIRABLE**   * Gaelic language skills. |
| **TEAMWORK** | **ESSENTIAL**   * Involves others in plans and decisions which affect them, gaining their support and delivering on join actions. * Works to improve cross-functional working breaking down barriers and discouraging silo working. * Openly recognises other teams’ strengths and the benefits of a closer working relationship. * Builds a culture of respect and co-operation across area of responsibility. * Takes account of team resources when making decisions and plans. * Effectively integrates 3rd parties to maximise the effectiveness of the team. |
| **LEADERSHIP** | **ESSENTIAL**   * Helps teams to translate the HIAL strategy into effective goals. * Confidently manages varied and complex issues ensuring a clear sense of direction is maintained. * Encourages others to develop their leadership skills giving guidance and support. * Demonstrates the ability to flex leadership style to suit the situation. * Shows and encourages a determination to succeed bas a way of motivating others. * Looks and plans ahead to assess where the department of function needs to be in the short and long term. |
| **PROFESSIONALISM** | **ESSENTIAL**   * Displays openness and transparency in decision-making. * Manages a complex workload and consistently delivers within timescales and budget. * Takes responsibility for decisions and when things go wrong, and helps others to do likewise. * Sets an example for others across the function. * Treats others with consideration and respect. * Shows resilience and determination in the interests of improved service levels. * Identifies resistance to change and takes steps to avoid any issues or tensions. |
| **CUSTOMER AND SERVICE FOCUS** | **ESSENTIAL**   * Clearly identifies and acts appropriately on the views and needs of customers and stakeholders. * Builds positive relationships with customers and service users internally and externally. * Makes contingency plans to avoid loss of service or a drop in service standards. * Manages resources effectively to maintain service standards * Works with customer groups to improve the service delivered. * Is an advocate for local customers and stakeholders ensuring their needs are considered in the development of strategy and policy. * Engages with hard to reach groups to ensure their needs are considered. |
| **ACHIEVING RESULTS** | **ESSENTIAL**   * Concentrates on activities that are in line with HIAL’s strategic direction. * Implements corporate decisions effectively. * Costs activities and finds ways of achieving results within budgets. * Gathers and uses evidence to assess the costs, benefits and risks of a range of delivery options when making commercial decisions. * Questions and challenges the value being delivered through contracts and service level agreements with delivery partners. * Follows appropriate financial procedures to monitor contracts to ensure deliverables are achieved. * Takes responsibility for delivering expected outcomes on time and to standard, whilst allowing teams the space and authority to deliver objectives. |
| **JUDGEMENT AND DECISION MAKING** | **ESSENTIAL**   * Analyses and evaluates data from various sources to identify pros, cons, and risks in order to make well-considered decisions. * Identifies the main issues in complex problems. * Clarifies understanding and stakeholder expectations to determine the best options. * Ensures involvement and consultation where necessary and takes decisive action when required. * Pushes decision making to the right level with own area of responsibility. * Ensures the secure and careful use of all data and information within own area of responsibility. * Produces considered and unbiased advice and recommendations to support senior management decisions. |
| **OTHER REQUIREMENTS** | **ESSENTIAL**   * **A passion for sustainability** * **A degree in business, environmental management, engineering or science** * **Track record in generating new revenue streams** * Must hold a full and current UK driving license. * Must be able to obtain a satisfactory Basic Disclosure (paid for by the Company). * Must be able to provide references covering the previous five years with no gaps. |

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| **10. MAIN AREAS OF COMPLEXITY**  Keeping at the forefront of a fast moving, innovative aerospace industry  Influencing at all levels of organisations – internal to HIAL and working with external partners & stakeholders.  Developing a commercial sustainability strategy for the organisation which achieves company buy-in.  Researching and application of appropriate funds and private sector investment potential. |

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| **ADDITIONAL INFORMATION**  As a term of your employment, you may at times be required to undertake any other duties, commensurate with your grade, as may reasonably be required of you.  This is a description of the job as it is presently constituted.  Your job description should be reviewed annually with your line manager as part of the annual Performance Development Review process and, if necessary, updated to ensure that it relates to the job performed at that time and meets the current needs of the operation.  You will be consulted on any proposed changes by your line manager. |