

## **SKILLS AND INNOVATION MANAGER**

### **Overview**

**Job Title:** Skills and Innovation Manager

**Reports to:** Chief Executive Officer (Forth Green Freeport)

**Term:** Permanent but open to considering secondments.

**Salary:** £55,000 - £65,000, dependent on experience.

### **Role:**

As Skills and Innovation Manager, you will lead the development and delivery of skills programmes and innovation initiatives across Forth Green Freeport. You will work with businesses, educational institutions, government agencies, and research bodies to address skills gaps, drive workforce development, and foster industrial innovation. This is a strategic role requiring experience in skills policy and programmes, workforce planning, and public-private partnerships focused on the commercialisation of research.

### **Forth Green Freeport:**

Forth Green Freeport (FGF) was announced as a successful Green Freeport bid by the Scottish and UK Governments in August 2023. We are now one of Scotland's two Green Freeports, centred around the industrial heartland of the Forth Estuary.

The heart of FGF's activities is maximising the potential of our transition to net zero across the Green Freeport sites of Grangemouth, Rosyth, Leith and Burntisland.

Each site represents a significant opportunity for the Scottish economy, by attracting significant inward investment, building international trade and export capability, and creating high quality and well-paid jobs. New technology backed skills development will address areas of acute deprivation within our communities.

Our partners include Babcock, CalaChem, Edinburgh Airport, Falkirk Council, Fife Council, Forth Ports, INEOS, Royal Navy, Scarborough Muir Group and The City of Edinburgh Council. All will play an integral part in the development and the delivery of your work on skills and innovation, alongside our wider stakeholders.

### **Responsibilities and Accountabilities**

#### **1) Strategy and Engagement**

- Develop and implement a Skills and Workforce Strategy for FGF, ensuring alignment with the needs of current and future businesses located within our sites.

- Work with colleges, universities, training providers, JobCentre Plus and the DWP to develop tailored education and apprenticeship programmes focused on FGF's target sectors (e.g. green energy, advanced manufacturing, logistics).
- Engage with businesses and industry bodies to map current and future skills needs and develop solutions for workforce upskilling and reskilling.
- Support businesses in accessing government skills funding, training incentives, and workforce development grants.
- Develop partnerships with universities, R&D centres, and innovation hubs to drive knowledge exchange and commercialisation of research.
- Identify and support businesses in accessing innovation funding, R&D tax incentives, and grants.
- Promote the Freeport as a centre for technological innovation, supporting companies to develop and adopt new technologies in areas like renewable energy, digitalisation, and AI-driven manufacturing.
- Facilitate collaboration between start-ups, SMEs, and larger corporations to create an innovation ecosystem within the Freeport.
- Engage local communities to build support and create partnerships for skills programmes and innovation projects.
- Maintain knowledge of relevant regulations, legislation and best practice related to skills and innovation, and assess how changes might impact FGF.
- Work with other FGF staff and across governance forums to ensure FGF's approach to skills and innovation are incorporated into the FGF offer to investors.

## **2) Programme design and management**

- Design and oversee a portfolio of skills and innovation projects, ensuring they achieve measurable social and economic impacts and align with FGF's strategic objectives.
- Review and appraise innovation and skills projects and facilitate input and endorsement of the from sub-committees and stakeholders on proposed and ongoing projects.
- Develop and maintain a performance framework to track skills development and innovation output, and report delivery against the framework to FGF governance and stakeholders.
- Co-design and commission targeted activities or interventions to support projects achieve their targets.

- Foster a culture of innovation across the Green Freeport by developing and implementing programs that encourage creativity, research and development.
- Identify and support innovative projects and technologies that can enhance the Green Freeport's efficiency, sustainability, and competitiveness.
- Produce reports and recommendations for FGF governance bodies on skills and innovation programme effectiveness and future priorities.

## **Person Specification**

### **Education**

- Degree level qualification.
- Relevant professional certifications preferred but not essential.

### **Experience and Skills**

- Strong background in skills policy, workforce planning or innovation strategy.
- Experience in working with education and training providers, businesses and government bodies to develop skills programmes.
- Understanding of R&D, innovation funding and commercialisation pathways.
- Excellent stakeholder engagement skills, with experience working within multi-sector public-private partnerships.
- Strong analytical and reporting skills, with the ability to appraise and measure economic and social impact.
- Experience in FGF sector-specific workforce planning, such as renewable energy or advanced manufacturing, is desirable but not essential.
- Familiarity with skills funding and programme delivery models, including industry-led initiatives, is desirable.
- Proficiency in Microsoft Office Suite.
- A drivers' license and access to own transport is preferred.