**JOB DESCRIPTION**
Vacancy Ref: N2625

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>ERDF Innovation Fellow</th>
<th>Present Grade:</th>
<th>6s</th>
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<tr>
<td>Department:</td>
<td>Lancaster Environment Centre/Engineering/Energy Lancaster</td>
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<td>Directly responsible to:</td>
<td>Centre for Global Eco-Innovation Manager</td>
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<td>Supervisory responsibility for:</td>
<td>Some students and interns</td>
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**Other contacts**

*Internal:*
Centre for Global Eco-Innovation Manager, Head of Business Partnerships and Enterprise, Business Development Team, Academic staff, other FST staff and researchers

*External:*
Directors and Managers of SMEs, SME employees

**Major Duties:**

1. Provide flexible support in the development of Eco-Innovative R&D solutions for companies based on an understanding of FST academic supervision expertise;

2. Translate company needs into viable projects and prepare proposals outlining company requirements and identified solutions to be developed by the University;

3. Design and develop desk/laboratory/field-based collaborative R&D projects with academic staff across the Faculty of Science and Technology

4. Supervise and mentor Graduate Researchers in partnership with project staff to ensure the high quality delivery of solutions to companies;

5. Organise events and activities as required to maintain close relationships with researchers, businesses and academics;

6. Calculate carbon calculation and life cycle analysis reports for SMEs and R&D projects

7. Liaise with academic staff to become fully acquainted with the capability and areas of specialisation;

8. Monitor the client portfolio to ensure customer service levels are maintained, ensuring that projects are delivered within specified timescales and within budget

9. Ensure all client information is kept up to date through the completion of registration forms, visit reports, databases and other related administration;

10. Support project case study development and external communication of project success stories

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