

A photograph of the London skyline featuring prominent skyscrapers like the Gherkin and The Shard. The image is partially framed by white geometric shapes in the top right and bottom left corners. The CIBI logo is positioned in the top right white area.

CIBI

**Programme Director,
Innovation**

Welcome

Dear Applicant,

Welcome to your CBI journey.

It's an exciting time to be thinking about joining us. This is a once-in-a-generation opportunity to transform the UK economy for the decade ahead.

All the cards have been thrown up in the air. Covid-19, our new relationship with the EU, the net zero imperative and the ever-increasing pace of technology change.

Against that backdrop, the UK is embarking on a journey to a new economy, characterised by high wages, high skills and high productivity as we look to level-up the country.

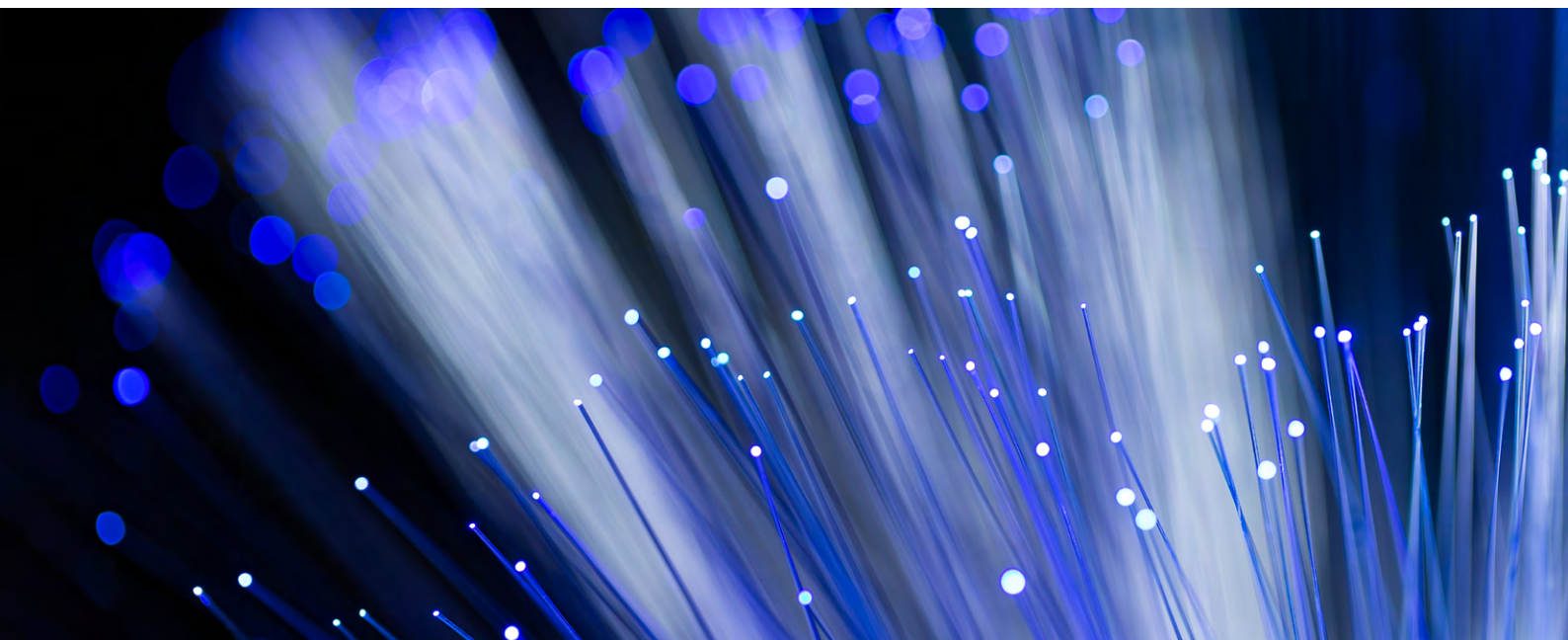
Innovation will play a central role in all of this and have a profound effect on our economy and society.

The innovation programme director will spearhead the CBI's work to shape an environment in the UK that is conducive to breakthrough ideas and technologies, adopted by all.

The successful candidate will bring strong leadership skills, ideas and a creative spark, and be highly collaborative.

I've spent the past 20 years at the CBI, so I can personally recommend the CBI as a place to work. It's an opportunity to join a fabulous team with an enviable reputation, inside and outside the CBI. If you're excited about playing a pivotal role in the future of the UK and motivated by wanting to make a difference, then this is the place for you.

Matthew Fell
Chief Policy Director



About the CBI

The CBI is the UK's most effective and influential business organisation, speaking on behalf of 190,000 businesses. To ensure the voice of business is heard across all the UK regions, nations and around the world, we have offices in 13 areas of the UK and offices in five areas of the world. Together we employ nearly 7 million people, about one-third of the private sector-employed workforce. We have 22 regional and subject-based policy standing committees and councils and have over 100 economic and policy specialists making us the largest policy unit outside of Whitehall.

The CBI exists to help business create prosperity for all. We believe that business has the power to do good and to make a difference. When the economy booms, society prospers, and every business plays a part in protecting and growing that economy. They create opportunities, build, innovate and cultivate a better future for the next generation. That's the true purpose of business. And it's the CBI's purpose too.

We bring business and government together so both have even greater impact. We engage in hundreds of meetings with political stakeholders every year, sharing the real-world business impact of policy decisions with those that make them. All with the view to protect our economy and grow prosperity. With a compelling vision to make the UK the most competitive, dynamic and future focused economy in the world, with business at the heart of social progress, working in service for the nation, the CBI's purpose has never been more relevant: to transform the UK economy and in doing so create a better society for all.

In November 2020 Tony Danker began a five-year term as CBI Director General, motivated by the desire to help the country build a better economy and society. In May 2021 the Seize the Moment economic strategy was launched, identifying a once-in-a-generation opportunity to reset the UK economy. Identifying six business-led opportunities for the UK to capture by 2030, the Seize the Moment strategy targets a decarbonised economy; an innovation economy; a globalised economy; a regionally thriving economy; an inclusive economy; and a healthier nation. Together these represent an economic prize estimated to be worth circa £700bn.

What's more, in 2020 the CBI's President, Lord Karan Bilimoria, announced the launch of the Change the Race Ratio, a campaign to increase racial and ethnic participation in British businesses. Advocating urgent action on black and ethnic minority representation at senior leadership levels, the campaign asks signatory companies to set clear and transparent goals to deliver real change and in doing so reap the well evidenced performance benefits that racial and ethnically diverse businesses deliver.

To find out more visit: www.cbi.org.uk



Role Description

Role title Programme Director: Innovation

Reports to Chief Policy Director

Our 2030 vision is to make the UK the most competitive, dynamic and future-focused economy in the world. Where business is at the heart of social progress, working in service of the nation.

Our economic vision is bold, ambitious and focused on opportunities – prizes that the UK could capture by 2030. It is driven by a belief that we can generate better growth in the decade to come than the decade just gone. The prizes are:

1. A **decarbonised** economy – leading the global race to net zero.
2. An **innovative** economy - driving an innovation revolution across business, of every sector and size.
3. A **globalised** economy - reaping the rewards of UK trade and inward investment.
4. A **regionalised** economy – equipping every UK region and nation to play to its strengths.
5. An **inclusive** economy - harnessing the diversity, skills and potential of the UK's people to thrive.
6. A **healthier** economy – supporting the health of the nation and improved business performance.

For each of these themes, the CBI will run a programme of work: engaging and inspiring members, identifying key enabling actions required by the government and building the policy position to support those, working to engage wider stakeholders through a 'crowding in' mindset to maximise the likelihood that the UK will succeed in the pursuit of these prizes.

Each Programme Director will be accountable for the delivery of the overall programme of activation, engagement and influence of both business and government (B2B and B2G activities) in pursuit of that prize. They will develop the subject matter expertise the CBI needs to have impact in this area, have full responsibility for the programme design and delivery, will identify and work with partners in pursuit of impact, and will work with colleagues to ensure it sits effectively within a wider CBI set of campaign activities.

They will be working closely with other Programme Directors, the Director of the CBI Policy Unit, the Commercial Director – Proposition and Transformation and other Commercial leaders to ensure the CBI programme of B2B and B2G facing work is an integrated, proactive and impactful set of activities and outcomes.

The Programme Director, Innovation will report to the Chief Policy Director, and be an important part of the CBI leadership team.

Specific focus of Innovation Programme

The CBI has a vision of an innovation economy, breakthrough ideas and technologies, adopted by all. Innovation in all its forms can have a profound effect on our economy and society. For example, technology is one of the most powerful drivers of productivity. It can improve the quality of, and satisfaction with, jobs. And the tech sector is growing twice as fast as the wider economy.

Innovation and technology are powerful engines of prosperity, inclusion and resilience that will drive radical benefits across society – from decarbonisation to healthier lives and high value jobs. Innovation and digital adoption are also key to unlocking productivity growth, from successful SME technology adoption to the transformative effects of AI through to realising export opportunities, such as fintech. R&D investment fuels growth, with companies who invest heavily in R&D growing faster than their peers.

To realise the innovation prizes, as a nation we must:

- Turn up the dial on R&D to match OECD levels of investment, so that we lead the world in the quality of research, and increased levels of business development.
- Make the UK a world-leading data economy, by building on the National Data Strategy and developing strengths in AI, regulation and digital connectivity.
- Increase digital intensity and adoption, especially in SMEs, across the economy.
- Scale-up more high-growth, founder-led tech and digital companies, and step-up export growth in areas of competitive strength, such as fintech and genomics.

These sorts of areas will be the focus point for our Innovation Programme, working to help shape the government policy and agenda in these areas (for example, government spending on R&D, support for innovation and gigabit coverage) as well as engaging and inspiring businesses to act (for example through enabling and strengthening partnerships between large corporates and scale-ups, building awareness of and uptake of better digital connectivity and advocating for the uptake of innovation and technology including through the Help to Grow scheme and sharing of good practice).

Key Responsibilities of every Programme Director

Design a programme of work to maximise UK success across B2G and B2B activation in this area

- Deepen the understanding of prizes, success factors and enablers to prioritise key actions and timeframes.
- Drawing on the expertise of a project team and the wider organisation, and working with the Commercial Director – Proposition and Transformation, design a rolling 24-month programme of activities that inspires and enables businesses to succeed in this area, and a programme of policy work and influence with government/s to address the key enablers.
- Work with relevant Standing Committees and Councils to shape a programme of work which will deliver the prizes and with active engagement and buy-in from members.
- Identify key partners and stakeholders to collaborate with (formally and informally) and put those relationships in place.
- Work with colleagues to ensure the programme of work fits within a wider set of policy and member engagement activities.
- Identify the capacity and support required to deliver and work with colleagues to put that in place.

Lead and inspire a programme team to deliver that work, learning and adapting based on prioritisation and delivery each quarter

- Enable and equip a direct team of support, as well as a wider matrixed team of colleagues working on this programme to deliver the activity as outlined.
- As an overall programme team, deliver significant B2B and B2G engagement and activation, in line with the plans, adapting the programme based on what proves to be most impactful.
- Work collaboratively with colleagues to identify risks and opportunities and respond accordingly.
- Identify appropriate success measures, and ensure that they are regularly collected and reviewed to evaluate the ongoing success of B2B and B2G priorities.
- Actively engage in a quarterly planning cycle to ground the delivery of this programme within wider organisational context and adapt plans as needed.

Develop deep subject matter expertise personally and within the team & represent the CBI externally on this topic

- As an individual, and within the programme team, build a high level of specific expertise around the topic and others' activities in this area.
- Develop considered perspectives that will inform CBI's leadership position on the topic.
- Represent the CBI on this topic publicly, in the media, to the government, to members and in other settings.
- Working with the wider programme team, prepare speeches, talking points and thought leadership opportunities for the CBI and be prepared to lead on platforms and in debates.
- Identify opportunities and spaces for CBI's voice to publicly be heard on this area and put plans in place to deliver against that.

Drive policy outcomes specifically related to the pursuit of the prizes outlined in STM

- Within the programme area, manage a Head of Group and policy team that will deliver on B2G activation and influence as part of a wider programme of work.
- Ensure policy work is of high quality, evidence-based and sits within a broader CBI policy perspective.
- Liaise with relevant Councils and Committees to shape CBI perspective of policy asks, as well as finding broader ways to get membership insight and input into the policy asks.

Support and enable the Senior Proposition Manager to deliver member engagement outcomes specifically related to the pursuit of the prizes outlined in STM

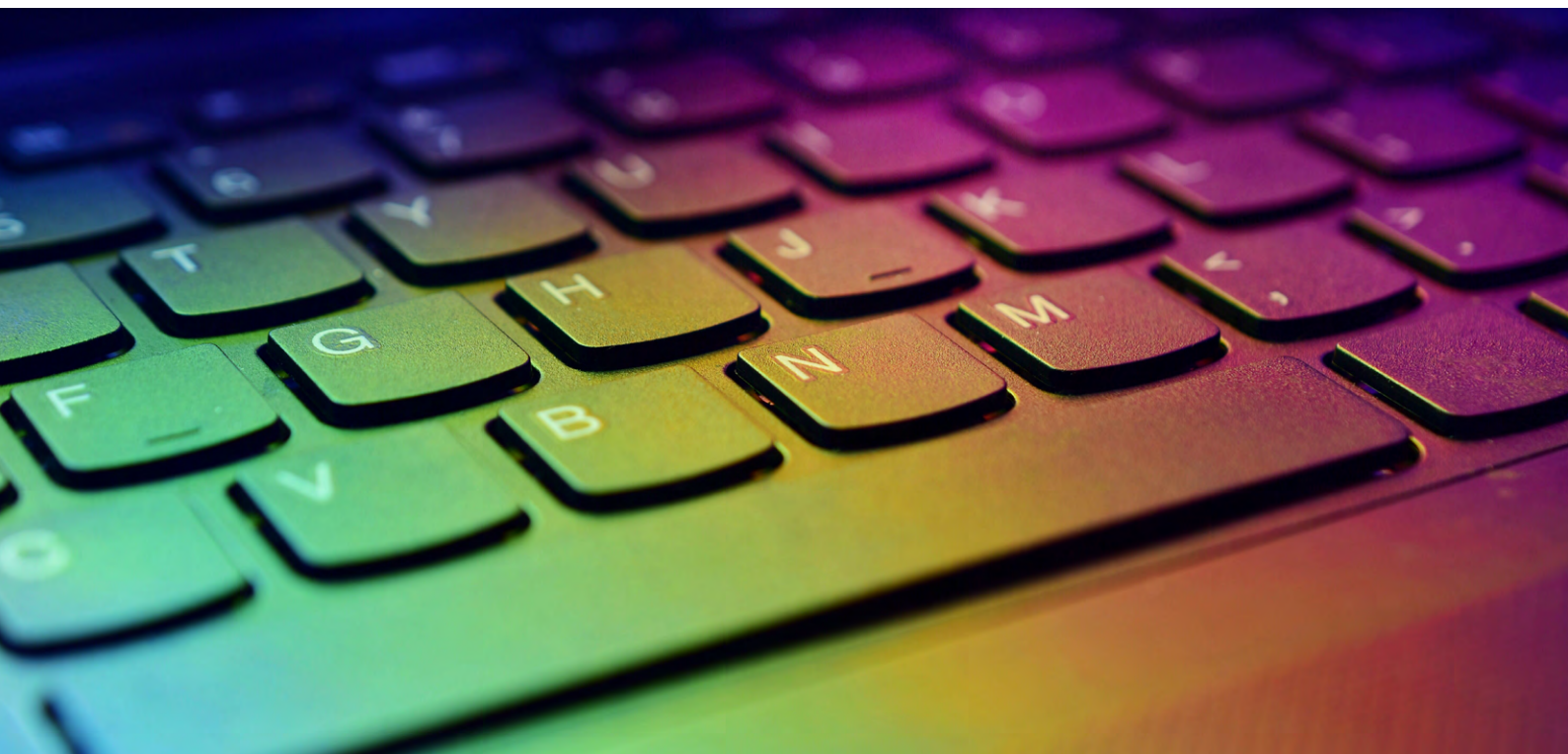
- Work closely with and support the Senior Proposition Manager for this area (matrix reporting) to develop B2B activation and engagement plans as part of a wider programme of work with support and leadership from the Commercial Director – Proposition and Transformation.
- Ensure that this work is consistent with the analysis of the prizes, ongoing feedback from members and other businesses.
- Work with relevant Councils and Committees to shape approach to member offers, while also proactively reaching beyond these groups to widen engagement and impact.
- Individually and as part of a wider leadership team, inspire members on the topic and drive action as a result.
- Work with colleagues more broadly to ensure opportunities to drive membership and stakeholder engagement and activation in this topic are taken, and to innovate to drive the best possible member experience.

Direct line management and overall programme management of a wide team

- Lead a team of direct reports and matrixed programme colleagues effectively to a good collective outcome.
- Fulfil all expectations that CBI has of those with line management responsibility.
- Oversee budget and capacity management.
- Inspire and engage colleagues within the programme, and across the organisation in the work that you lead.

Additional responsibilities

- Work collaboratively with other members of the leadership team to make a full and active contribution to all aspects of CBI's work.
- Undertake any other responsibilities as required by the Director General or Chief Policy Director.
- Maintain a degree of flexibility, enabling the organisation to make the most of new and unexpected opportunities.



Knowledge & Experience

- Subject matter expertise of the programme area in question.
- Professional understanding of how to influence UK policy development.
- Experience of programme delivery both with direct and matrixed teams.
- Deep expertise of either B2B or B2G influence and activation, preferably both.
- Strong understanding of theories of change that drive outcomes through business and government engagement.
- Relevant prior experience demonstrating mastery in some elements of the role above.
- Strong knowledge of the regional, national and international economic and political climate, including but not limited to the scope of the programme.
- Experience working in a matrix model with influence and delivery through both line and programme management.
- Proven ability to drive innovative and forward thinking, challenging a mindset of 'what we have always done'.
- Demonstrated intellectual interest and curiosity.

Skills

- Excellent oral and written communication skills.
- Comfortable dealing with the media and presenting and chairing on business platforms.
- Ability to develop good working relationships across the CBI and with external partners and stakeholders.
- Excellent planning and organisational skills and ability to budget.
- Strong leadership and management skills, including ability to manage performance.

Behaviours

- Collaborative – Listening, seeking views and sharing information; constructively challenging when appropriate.
- Taking ownership – Ensuring delivery and holding others to account; can influence, irrespective of hierarchy.
- Agile – Proactive and responsive to provide a strong member service; responding positively to shifting priorities.
- Commercial – Awareness of the wider business environment.
- Innovative – Exploring, sharing and integrating best practice; generating new ideas and challenging a mind-set of "what we've always done".
- Analytical – gathering information and using logic to analyse, problem solve, evaluate risk and make decisions.

Diversity and Inclusion

At the CBI, we are committed to attracting diverse talent that represents the society we live in.

We encourage applications from all regardless of age, sexuality, socio-economic background, disability, ethnicity, gender, religion, or beliefs. We are committed to building a culture of belonging and inclusion and this is reflected in our policies, practices, and internal employee-led networks and supported by our executive leadership team.

We are a family friendly organisation, and we encourage flexible working as we want our employees to achieve a healthy work-life balance. Currently our employees are working flexibly (formally and informally) and remotely due to COVID-19, but we offer the opportunity to work in our offices in line with government guidance if somebody should need to.

We welcome discussions about flexible working, including part-time working and job shares.

Our employee-led networks are: Race and Ethnicity Equality, LGBT, Women's and Working Families and we have qualified Mental Health First Aiders who support our employees in having good mental health.

Terms of Appointment & How to Apply

Salary	This role attracts a competitive salary.
Location	The role is based at the CBI offices: 78 Cannon St, London EC4N 6HN.
Annual leave	30 days paid annual leave, plus 3 days paid annual leave at Christmas.
Other benefits	Private healthcare; life cover; pension; 2 days' volunteering leave and a range of other benefits.

If you believe you can offer the experience, skills and qualities we are seeking we very much hope you will consider applying for this role.

To make an application, please go to <https://starfishsearch.com/jobs/cbi-programme-dir-inno/> and click on the apply now button, with the following prepared:

- Your CV or equivalent biographical information (no more than two pages)
- A short statement that brings to life your motivation for being part of the CBI and shares with us your early observations of our brand and our work from the outside.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Monday 6th December 2021.

Shortlist confirmed	By 10th December 2021 (please note that you may be asked to attend interview by Zoom at short notice)
Candidates notified about the shortlist	By Monday 13th December
Informal meetings and stakeholder events	13th-15th December 2021
Final formal interviews	16th/17th December 2021