

Job Description / Role Profile

Job Title:	Lead - Innovation Partnerships and Delivery (Maternity Cover)	Band Level:	Band 7
Reports into:	Executive Director of Inclusive Growth	Salary Level:	£101,136
Function:	Innovation	Contract Type	12 months Fixed Term – Maternity Cover
Directorate:	Inclusive Growth	Job / Site Location:	Hybrid, with at least 60% of working time on site, Stratford, London

How the holder of this role might describe themselves:

I thrive at the intersection of strategy, partnerships and delivery, and am comfortable operating in complex environments where multiple organisations and priorities intersect. I enjoy turning ambitious ideas into tangible outcomes, combining a strategic mindset with a strong focus on implementation. I take pride in ensuring partnerships lead to real initiatives, not just concepts.

I am naturally curious about innovation and the role that places, institutions and businesses play in shaping new solutions—particularly in climate, the built environment, urban systems, digital transformation, health prevention and public service reform.

Politically savvy and commercially astute, I build trusted relationships quickly and work confidently across diverse stakeholders, from universities and startups to large organisations and the public sector. Collaborative by instinct, I connect groups around shared opportunities and common goals.

I bring strong ownership and accountability, providing structure, clarity and momentum to complex programmes. Organised and delivery-focused, I manage multiple priorities while maintaining a clear focus on outcomes.

I communicate clearly and persuasively, with experience preparing briefings and shaping messages for senior leaders. Thoughtful and pragmatic, I navigate ambiguity while keeping sight of the bigger picture. I am motivated by contributing to dynamic innovation ecosystems that enable collaboration, experimentation and meaningful impact.

How the holder of this role might describe their job:

The role combines strategic partnership development with the delivery of collaborative initiatives that generate tangible outcomes for the innovation ecosystem at Queen Elizabeth Olympic Park and Londoners.

Specifically, it will focus on the development of two key initiatives:

1. The Queen Elizabeth Olympic Park Adoption Lab
2. The Queen Elizabeth Olympic Park Innovation Board

In this job, my primary accountabilities are:

- **QEOP Adoption Lab**
 - **Lead the design, development and establishment of the Queen Elizabeth Olympic Park Adoption Lab**, shaping its strategic case, delivery model and implementation in collaboration with internal teams and external partners.
 - **Coordinate and direct the work of internal project teams and partners**, ensuring effective collaboration across public sector, academic and industry stakeholders involved in the Adoption Lab.
 - **Contract with and manage specialist consultants and delivery partners** to support the design and implementation of the Lab, ensuring compliance with the policies and procedures of the **London Legacy Development Corporation**.
 - **Prepare and present strategic presentations, business cases, governance papers and programme documentation** to relevant decision-making forums within LLDC and to the Adoption Lab's leadership and partner boards.
 - **Define the Lab's strategic objectives, outputs and impact measures**, ensuring clear alignment with LLDC priorities and the development of the innovation ecosystem at the **Queen Elizabeth Olympic Park**.
 - **Provide leadership and coordination across multiple organisations**, establishing the Adoption Lab as a collaborative platform to test, evaluate and accelerate the adoption of innovative solutions for public services.
 - **Identify and secure strategic funding opportunities**, working with partners across government, academia and industry to develop proposals and attract investment to support the growth and sustainability of the Adoption Lab.
 - **Oversee programme budgets and resources associated with the establishment and delivery of the Adoption Lab**, supporting the development of future funding opportunities and long-term sustainability.
 - **Support senior leadership in building and maintaining strategic partnerships**, engaging stakeholders across government, academia and industry to strengthen the Lab's reach, participation and impact.
 - **Champion innovation, collaboration and continuous improvement**, ensuring the Adoption Lab contributes to LLDC's wider ambitions for place-based innovation and public service transformation.
 - **Embed diversity, equity and inclusion in the design and delivery of the Adoption Lab**, ensuring initiatives promote inclusive participation and equitable access to opportunities.
 - **Maintain up-to-date knowledge of innovation, policy and sector developments**, taking a proactive approach to professional development and the continued strengthening of programme delivery.
- **QEOP Innovation Board.**
 - Develop and convene the QEOP Innovation Board; creating a senior forum for industry, academic and public sector partners to guide the growth of the Park's innovation ecosystem, identifying and championing collaborative opportunities.
 - Work with Chair and LLDC to create an Action Plan and Deliverables for the Innovation Board.
 - Ensure that the portfolio of work aligns to the LLDC Framework for Inclusive Growth

This is not intended to be an exhaustive list of duties. Flexibility, shared accountability and team working are essential to the role, and the post holder may be required to undertake other duties appropriate to the role and within their skills and experience as reasonably required.

The key people and teams I work within and outside of LLDC are:

- Internal:
 - Executive Director of Inclusive Growth
 - Chief Executive Officer of LLDC
 - Senior Leadership Team and Heads of Service or other colleagues as required across the organisation
 - Inclusive Growth Project Manager and Inclusive Growth Project Officer
- External:
 - QEOP Innovation Board partners including: University College London, University of the Arts London, Loughborough University in London, University of East London, Here East, Plexal, Hackney Wick and Fish Island Community Development Trust, Sadler’s Wells, V&A East, Lendlease, and others as they are onboarded
 - London Office of Technology and Innovation (LOTI)
 - Greater London Authority
 - Central Government Departments where relevant (MHCLG, DSIT)
 - Other QEOP partners including SMEs, Corporates
 - Potential new partners

The people, budgets and resources I am accountable for in my job are:

- This post holder will be responsible for securing seed funding for the Adoption Lab as well as development finance for flagship initiatives. Access to small budgets to mobilise funding is available.
- The post holder will be responsible for coordinating matrix teams to drive forward the key initiatives.
- Project Officer or Manager to support with Innovation Board coordination and administrative support

Skills relevant for this job:

- Strategic thinking – The ability to understand the bigger picture, anticipate future opportunities or challenges, and shape actions and partnerships that align with long-term organisational goals.
- Partnership building – The ability to establish, develop and sustain collaborative relationships with organisations and individuals to achieve shared objectives and deliver mutual value.
- Political acumen – The ability to navigate organisational and stakeholder dynamics, understanding differing interests and priorities in order to build alignment and make progress in complex environments.
- Commercially astute – A strong understanding

Experience relevant for this job:

- Significant experience conceiving, developing and setting up of public-private-academic partnerships (and the triple or quadruple helix of innovation partnerships)
- Track record of developing and managing strategic partnerships with universities, corporates, startups and public sector organisations, translating collaboration into tangible initiatives and outcomes.
- Experience working within complex public sector or place-based environments, navigating governance structures and aligning initiatives with wider economic development or regeneration objectives.
- Experience building and convening innovation ecosystems, connecting organisations across sectors to stimulate collaboration,

of value creation, funding, investment and organisational drivers, enabling decisions and partnerships that are financially and strategically sustainable.

- Matrix team management – The ability to coordinate and influence colleagues across different teams or organisations, guiding collaborative work and delivery without direct line management authority.
- Senior stakeholder engagement – The ability to build credibility and productive relationships with senior leaders across sectors, ensuring effective collaboration, alignment and decision-making.
- Policy and ecosystem awareness – A strong understanding of the broader policy landscape and innovation ecosystem, enabling opportunities, partnerships and programmes to align with wider sector priorities and developments. Specific understanding of UK Industrial Strategy, Blueprint for Modern Digital Government, NHS Fit for the Future Strategy and other relevant policy agendas, with associated delivery is important.
- Placemaking, economic development & regional growth – The ability to develop and deliver place-based initiatives that drive economic growth, support innovation ecosystems and enhance the social and economic value of places through strategic partnerships and programmes.
- Clear and concise communication – The ability to convey complex ideas in a structured and accessible way, both verbally and in writing, tailored to different audiences including senior decision-makers.

experimentation and growth.

- Experience using data and evidence to inform public service transformation, including the application of data-driven insights to shape decision-making, improve outcomes and support the adoption of innovative solutions.
- Experience applying design methodologies (e.g. service design, user-centred design or systems thinking) to develop, test and refine solutions in complex public sector or place-based contexts.
- Experience leading or facilitating structured design processes, such as co-design, prototyping and iterative testing, to support the development and delivery of innovative programmes or services.
- Experience coordinating cross-organisational programmes or projects, working through matrix teams and influencing stakeholders without direct line management authority.
- Experience developing initiatives that support innovation in areas such as climate technology, the built environment, urban systems, health or public service innovation.
- Demonstrable experience leading or contributing to successful bids for national or international innovation funding programmes, including collaborative and multi-organisation consortia. Fundraising track record for proposals above £1m+
- Demonstrated understanding and familiarity with national, international, public, private and philanthropic funding regimes
- Demonstrable experience developing new commercial and revenue models
- Demonstrated understanding and mastery of public policy areas affecting regional areas across the UK, public services, public services transformation

This is not meant to be an exhaustive list of duties. The need for flexibility, shared accountability and team working is required, and the role-holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

This role profile does not form part of the role-holder's contract of employment.