

Urban Futures Team Lead

The Basics

Location	Central London
Reporting to	Head of City Strategies
Salary	Competitive
Working hours	Full time. The pattern of hours may vary according to operational needs and generally work will be carried out during normal office hours. The role may require national and international travel. We're a flexible employer.
Contract	This is a permanent position. The period of notice is three months in writing on each side. There's a probationary period of three months.
Equal Opportunities	We strive to be an equal opportunities employer and commitment to this process will be expected.

Who are we?

We are the Future Cities Catapult. We develop and test urban solutions and accelerate them to market, to grow the economy and make cities better. We bring together businesses, universities and city leaders so that they can work with each other to solve the problems that cities face, now and in the future.

From our Urban Innovation Centre in London, we provide world-class facilities and expertise to support the development of new products and services, as well as opportunities to collaborate with others, test ideas and develop business models. We use our capabilities to solve urban challenges, currently under the themes of Urban Mobility, Healthy Cities and Integrated Urban Planning.

Our Cities Lab team led by the Chief Innovation and Technology Officer are grouped into three principle units, these are: Cities Strategies, Urban Data and Connected Cities. Working together we seek to understand cities better and to share our insights, to model and analyse city systems, to prototype and to test real world solutions, working with city stakeholders, partners and SME's. Within the City Strategies unit, we are a multidisciplinary group of professionals formed into four teams, these are:

- **Urban Futures Team.** We have expertise and experience of cities, having worked within the private and public sector, we understand the challenges facing city stakeholders, leaders and change makers. We are a growing team of urban environment professionals with expertise in housing, architecture, sustainability, health and well-being, planning and urbanism. We provide specialist knowledge to help understand and define city challenges, and to develop alternative urban futures using innovation, technology and system adaptation. As our projects scale we act as co-ordinators in bringing together key partners to work together to define future city solutions and markets.

- **Strategy, Markets and Standards Team (SMS).** We prepare cities for innovation, by helping stakeholders to understand how to use and implement technology and innovation to solve city challenges. Using market analysis and technology scanning we understand current and developing trends changing our cities. We create city strategies that solve urban challenges and facilitate collaboration across and between UK cities to support the use of common approaches. Together with our UK and international partners, we support the expansion of the urban solution market by creating, coordinating and disseminating open city standards, from data models to policy frameworks.
- **Creative Design Team.** We define, create and package quality projects to positively impact innovation in our cities through our project work. Ensuring high-quality dissemination of the outcomes of our work by capturing and sharing the results of our projects and activities.
- **City Research Team.** We provide thought leadership and critical thinking on key city issues, with support and guidance on project methodologies and research methods. Linking our activities to the wider research world, we provide expert support to projects with provision of key information, research skills and academic partnerships.

So what's it about?

Future Cities Catapult are seeking a Urban Futures Team Lead who will provide strategic guidance and direction, and will enable and support high quality projects and project deliverables. As team lead, you will lead, inspire and line manage a team of up to six professionals. Harnessing their experience and enthusiasm, you will be happy to wear many hats and be comfortable taking the lead on multiple projects with responsibility from initial briefing and inception right through to delivery. You will play a key role in connecting the team and the Catapult to industry networks, investors, as well as relevant academic and public sector circles. You will have a bridge builder mentality to build productive relationships across the whole of Future Cities Catapult and in wider project teams. With a large variety of projects in the pipeline, you will be comfortable working on a wide range of tasks and projects, and in matching the right people to the right projects. You will be a person who values interaction and prefers to work closely with both our internal peers and our external partners and clients, discussing possible approaches and solutions.

Fast urbanisation is one of the most important trends changing our world over the coming decades. You will be interested in helping cities to understand their challenges and identify opportunities to make our cities more sustainable and great places to live and work. You will play a key role in developing our understanding and thought leadership in the demand and supply side of the smart city market. Working with UK SME's to identify smart city markets in the UK and internationally and in tandem will provide cities with the tools and insights to become more informed clients in the smart city market.

Knowledge and interest in new technologies is hugely desirable and more importantly how to combine technology with city needs in order to make better services and products for people is key. Acting as an advocate for market-making internally and externally as critical to FCC's mission, including:

- Steer project pipeline towards market-making opportunities;
- Create and deliver projects that leverage the team and wider resources to make markets;
- Provide thought leadership on urban futures and how the UK market can play a key role in the wider global market.

Working internally across the Catapult you will act as a bridge within the Catapult, specifically:

- Between our relationship development and management functions;
- Between the urban futures team and the SME programme team.

What will you be doing?

- You will lead, inspire and line manage our urban futures team, a growing group of professionals who are independent and are taking responsibility in their areas of expertise.
- Shape, inform and guide Future Cities Catapult opportunities and ensure successful delivery of projects.
- Evaluate performance and set objectives for the team, carry out regular check points ensuring all team members are on track to meet agreed targets.
- Develop and grow the capacity and skills of the urban futures team to match the needs of our project pipeline.
- Develop and grow individual team members by agreeing clear development plans as a direct outcome of competency and skills review.
- Develop, embed and promote the tools and processes the urban futures team use to deliver their work effectively and sustainably.
- Establish a good working relationship with all other lab team leads, HR business partners and Future Cities Catapult teams.
- Make presentations on the status of the activities and the project pipeline, preparing regular reports to the Head of Cities Strategies and leadership team.
- Design, schedule and execute the vision and work plan for the whole of the team, detailing the lines of responsibility and workflow between the urban futures team and different departments and projects of the Future Cities Catapult.
- Establish a sound working relationship with all Future Cities Catapult departments.
- Plan and manage the budget of the team.
- Guide the creative process of the team and ensure high quality of our work.
- Present and defend team deliverables and key milestone deliverables to peers and executive level stakeholders.

What you will be doing:

An approximate breakdown of the time requirements of this role in an average week:

- Leading on projects - 60 %
- Line management - 20%

- Supporting the team on project delivery - 20%

What will the first year outcomes of your role be?

We like to judge success against outcomes. We would expect you to achieve the following headline outcomes during the first 1 – 12 months:

First Month:

- Achieve an overview of the team's current projects and challenges within them.
- Carry out a team meeting and 1:1 meeting with each member of the urban futures team, lab heads and team leads across the organisation.
- Taken responsibility for up to 3 projects.

First Three Months:

- Develop a good working relationship across Future Cities Catapult.
- Deliver the team plan.
- Plan the resourcing of the team and manage any recruitment.

First Six Months:

- Lead the team in the creation of a team portfolio/library of deliverables, knowledge, networks, products, tools, etc.

First Year:

- Ensure the team has delivered in accordance with our five-year strategy, and annual plan.
- Turn the 1-year plan into reality, so that our capabilities, and impact in the future cities market is developed and delivered.
- Progress the professional development of each team member.

What kind of person are we looking for?

- BA, MA, in an urban environment based discipline, like planning, architecture, urban design, engineering, or a related discipline.
- Proven leadership skills, running both teams and projects, including excellence in team-building and people skills, with a light touch management style. You will be open and fair minded, personable and approachable with strong communication skills.
- Experience in projects centered on people, places, technologies and urban challenges.
- Strong business and commercial acumen with experience in a senior/lead position.
- Significant demonstrable experience with a background in a mix of the following: commercial, public sector, academic and innovation environment.
- Experience in leading multi-disciplinary teams with experience of mentoring, inspiring, leading and providing guidance to team members.
- Experience of client side delivery, with demonstrable implementation and impact.

- Capability to clearly articulate concepts to other team members, Future Cities Catapult colleagues from other departments and external partners.
- Ability to meet overlapping deadlines in a fast-paced working environment without substituting quality or accuracy.
- Ability to collaborate & build relationships genuinely with partners and stakeholders. Solid experience in client relationships, innovating investment markets, local government, future cities market, and with policy makers.
- Negotiation capabilities and ability to resolve complex issues.

Also desirable:

- Experience in urban development, integrated planning, public service provision and emerging innovations.
- Familiarity with high growth start-ups, particularly in the technology sector.

What about our culture?

We are a rapidly growing organisation with a mission to make urban innovation happen. We are all deeply committed to our mission, and you will need to share that commitment. And you will have to be happy working in a fast-moving, unstructured and cross-disciplinary environment.

Things change as we learn, and you'll need a degree of adaptability. Our culture is open, collaborative and relatively non-hierarchical. We've tried to capture our way of working in three principles:

- **Break new ground** – we're transformative, imaginative and intelligent
- **Play nicely** – we're collaborative, approachable and fair
- **Make it a reality** – we're down to earth, tangible and we get stuck in.

You'll thrive in an environment that sits between public and private, between cities and tech, between art and science, between research and practice. If you are excited by the possibility of working in one of the world's leading urban innovation centres, a place stuffed with a diverse group of talents and perspectives, we would encourage you to send your application.

Want to apply?

Send your CV with covering letter via our [application portal](#). In your cover letter tell us why you're right for the job.

First round interviews are planned to take place on Wednesday 17th May, with final face to face interviews taking place on Monday 22nd May.

www.futurecities.catapult.org.uk

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