

## Are You Our New Relationship Development Intern (UK)?

### The basics

<b>Location</b>	Central London
<b>Reporting to</b>	Teodora Kaneva/Sam Markey
<b>Salary</b>	£18,000 pro rata on 3 months
<b>Working hours</b>	Full time The pattern of hours may vary according to operational needs and generally work will be carried out during normal office hours. We're a flexible employer.
<b>Contract</b>	3 month-internship
<b>Holidays</b>	25 days per annum, plus statutory holidays
<b>Equal Opportunities</b>	We strive to be an equal opportunities employer and commitment to this process will be expected.

### Who are we?

We are Future Cities Catapult. We develop and test urban solutions and accelerate them to market, to grow the UK 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 help innovators turn ingenious ideas into working prototypes that can be tested in real urban settings. Then, once they're proven, we help spread them to cities across the world to improve quality of life, strengthen economies and protect the environment.

Our Cities Lab provides data analysis, modelling and visualisation capabilities to understand and elucidate city problems, while on-the-ground demonstrators in our network of collaborating cities provide opportunities for testing new approaches in-situ.

Combined, they help us discover which new ideas can have the biggest impact on our urban environments.

By bringing together the UK's top architects, engineers, designers, academics and business professionals, we can help them transform cities on a global scale. We will strengthen the UK's ability to turn excellent urban innovations into commercial reality.

We specialise in urban strategies, connected cities and urban data science. We use these capabilities to focus our work on three core themes: integrated urban planning, healthy cities and urban mobility. We can provide impartial advice about the most effective products and services – both off-the-shelf and bespoke – to help cities make the most effective use of their investments. We're about making innovation happen in cities.

### So what is it about?

The essence of this internship is to support a team of relationship developers to gather market intelligence, input into a range of business development plans, and help source and shape commercial and collaborative R&D project opportunities with key stakeholders.

The role requires creativity, enthusiasm and a proven interest in working with a wide range of people and organisations from across the UK, such as universities, established and fast growing firms from multiple sectors, city governments and public agencies with distinctive and diverse cultures.

### What will you be doing?

#### **Supporting market intelligence gathering and internal knowledge sharing**

- Work with the Relationship Development and Digital Strategy and Economy Teams to improve the Catapult's market intelligence
- Create, maintain and disseminate updates from a database of major smart city or future city projects
- Create and maintain a contact list of key stakeholders, with city-level intelligence
- Maintain a library of literature and reports on our themes, and disseminate important messages emerging from specialist literature
- Interviewing new and emerging architectural, engineering and construction companies to link their needs with the Catapult's value packages

#### **Refreshing and revising the academic and city engagement strategies**

- Scanning the urban innovation landscape within UK cities and universities
- Capturing new understanding and insights into the role of SMEs and other non-university academic institutions within the UK
- Responding to and leading on ad hoc research requests relating to key challenges in urban innovation.

- Developing a database of all research institutions and academics in urban innovation, with associated intelligence
- Working with the Academic Relationship Developer and UK Cities Relationship Developer to refresh & revise existing intelligence and collect qualitative and quantitative data from key UK academic institutions

### **Supporting UK business development**

- Working with Account Managers, Relationship Developers and the Communications and Marketing Teams on stakeholder engagement activities, and a range of events
- Providing research support project bids, concept notes and proposals
- Supporting the Bid and Sales Coordinator in managing the pipeline of new business opportunities

### **Main Responsibilities:**

The Relationship Development Intern (UK) will report to the Bid & Sales Coordinator and will have the following responsibilities:

- Supporting specific market intelligence projects, as well as other UK-based intelligence activities;
- Ensuring new intelligence, insights and stakeholder information is fed into the Catapult's various business development plans
- Providing research and intelligence to bids, concept notes and project proposals for new business opportunities, with a strong focus on impact, in order to generate value for the Catapult and the market;
- Providing administrative support to the front-end process of shaping and qualifying new opportunities and forming productive partnerships, and the relationship development team's sales funnel;
- Working with the Marketing, Comms and Events Teams to inform our external positioning for engaging our priority cities, businesses and key stakeholders;
- The role will be entirely London-based at our Urban Innovation Centre.

### **What kind of person are we looking for?**

#### **Essential requirements:**

- A strong academic track record in a discipline related to urban studies, innovation and technology in cities, or the Catapult's core themes; integrated urban planning, healthy cities and/or urban mobility.
- Experience or demonstrable interest in the 'smart city'/urban innovation market, cities, local government or devolution.

- Awareness and understanding of the challenges facing UK cities and the role that innovation and technology can play in making cities healthier, safer and happier places to live, work and travel in.
- Numerate and comfortable working with, analyzing and communicating data and complex information to diverse audiences.
- Proven ability to work well in a fast-paced environment and a focus on results and impact teams.
- Outgoing, motivated, proactive, confident and outstanding interpersonal and networking skills.
- Drive, purpose, integrity and the ability cut through complexity, not be a cause of it.
- A relentless focus on success in delivering for cities.
- Competent using the suite of Microsoft Office packages, as well as Mac applications such as Keynote

**Desirable:**

- Experience working in a UK city authority/London Borough, innovation environment, and/or a start up company.
- Experience conducting market research and communicating qualitative and quantitative data to diverse range of audiences.

**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.

[www.futurecities.catapult.org.uk](http://www.futurecities.catapult.org.uk)

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