



SIBLING Business Development Manager School of Chemistry and Biosciences

Faculty of Life Sciences



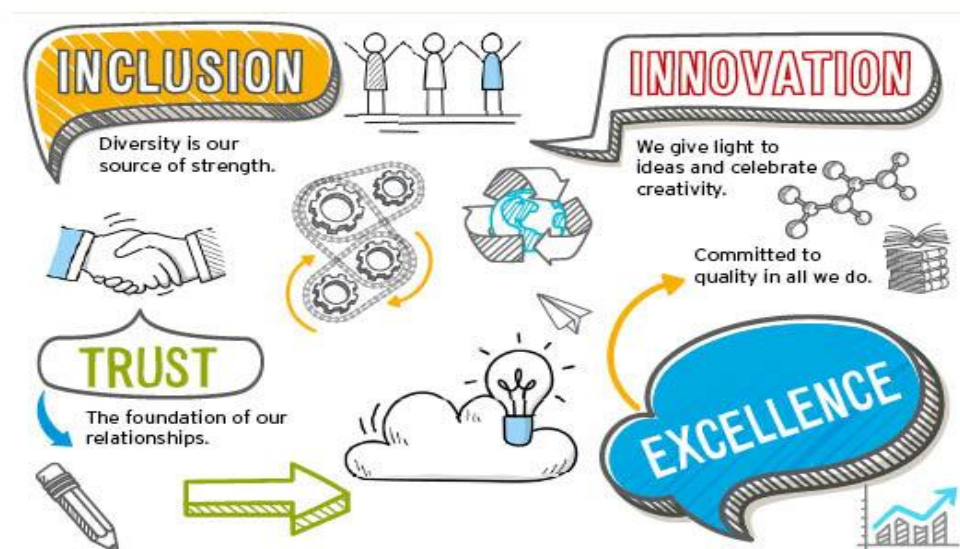
Brief summary of the role

Role title:	SIBLING Business Development Manager
Grade:	9 (1.0 FTE)
Faculty or Directorate:	Life Sciences
Service or Department:	School of Chemistry and Biosciences
Location:	Centre for Chemical and Biological Analysis (the Analytical Centre)
Reports to:	Commercial Manager (Faculty of Life Sciences)
Responsible for:	None
Work pattern:	Full time Fixed Term

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Level 6 degree level qualification or equivalent experience
Desirable	<ul style="list-style-type: none">• Level 7 Higher Degree (MSc, PhD, MBA)• Postgraduate or professional qualification in project management, business administration or relevant experience• Membership of one or more professional bodies

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Proven sales/marketing or business development experience in a commercial/industry environment in a relevant/related industry context• Proven experience of generating new leads & developing new contacts within a business development role• Experience of setting up networks and proactively managing relationships with industry partners• Experience of project management, diagnostic and action planning/project scoping• Experience of costing, proposal writing and contract negotiations in a R&D setting
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	<ul style="list-style-type: none"> • Demonstratable knowledge of R&D within a relevant industry sector • Experience of developing strategic plans and providing strategic advice and guidance to senior staff • Good organizational, teamworking and influencing skills. • Ability to manage, plan and implement own workload, projects and work of the team to meet challenging deadlines. • Ability to communicate sometimes complex information effectively to a range of audiences / individuals.
Desirable	<ul style="list-style-type: none"> • Experience of working within the Higher Education Sector or a similar organisation. • Experience of working within regional development funding projects, such as ERDF or UK SPF or similar complex funding, and completing required funder documentation

Personal attributes

Essential	<ul style="list-style-type: none"> • Highly proactive self-starter, ABLE to work on own initiative with a high degree of autonomy. • Results orientated, attention to detail and ability to fully complete tasks. • Excellent networker, persuasive communicator. • Interest in Knowledge Transfer and the development of links between industry and the Higher Education sector. • Flexible and versatile.
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	<ul style="list-style-type: none"> • Encouraging participation, openness, creativity and innovation. • Commitment to Equal Opportunities for all staff and students to achieve their full potential. • Willingness to undertake training.
Desirable	<ul style="list-style-type: none"> • Ability to work with academic teams to achieve desired project outcomes

Main purpose of the role

To have overall responsibility for initiating, developing and maintaining relationships with external organisations that may benefit from working with the academic team leading the Scientific Instrumentation for Business Leadership, Innovation and Growth (SIBLING) project, which is partially funded by the UK Shared Prosperity Fund (UKSPF). The role combines a need for strategic vision, the ability to devise commercial engagement and marketing strategies for the project and the ability to generate and transfer new leads and new interactions into tangible projects delivered through SIBLING in a timely manner.

The Business Development Manager will work closely with other University Business Development Managers and colleagues in Research & Innovation Services and other professional services across the University to drive quality in the design, formal agreement and delivery of research and innovation projects under SIBLING. The role will be responsible for audit trail documentation and compliance for each project performed under SIBLING.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. Lead and implement business development activity for Project SIBLING alongside established UoB Business Development Managers:
 - a) Develop and implement lead generation and telemarketing strategies;
 - b) Development and maintenance of the SIBLING website;
 - c) Delivery of other marketing initiatives; including writing press releases and news items for social media working closely with UoB marketing professionals
 - d) Working alongside lead academics for SIBLING develop and deliver SIBLING presentations to prospective clients highlighting the technical offer available to companies via the project;
 - e) Attend partnering activities at regional and national conferences/networking events; and actively seek potential partners for the University to engage through the SIBLING project. Acting as an ambassador for SIBLING, the Faculty and the University.
 - f) Lead and manage company visits to the University of Bradford.

2. Using University of Bradford databases collate target lists of eligible SMEs within the West Yorkshire region from multiple industry sectors that may benefit from project SIBLING. Including screening SMEs for eligibility criteria. Lead telemarketing initiatives to ensure all target companies are contacted and made aware of project SIBLING.
3. Work with SME beneficiaries to ensure that the appropriate and correct documentation is in place that will evidence SME eligibility criteria for external audit compliance. Communicate to SMEs project plans, costings and information on progress in project delivery schedules.
4. Work within RIS to cost and track each SME SIBLING project and ensure appropriate and correct documentation is evidenced guaranteeing compliance to government Subsidy Control measures. Ensure SMEs comply with University T&Cs and understand the contractual obligations of both parties under SIBLING. Assume responsibility for audit trail documentation and compliance for each project performed under SIBLING.
5. Deliver against the agreed SIBLING commercial plan and take responsibility for overall success of the SIBLING project by ensuring challenging targets are met.
6. Develop and maintain strong links with manufacturing and research companies within the West Yorkshire region covering a range of different sectors including chemicals, polymers, cosmetics, pharmaceutical, engineering and metals industries (and others as appropriate).
7. Develop and manage the interface between SIBLING and other regional/national networks, including attending WYCA UK SPF meetings to liaise with similar regional projects and interact with regional networking groups such as BioNow, Centre for Process Innovation, Leeds Small Business Group, Calderdale and Kirklees Manufacturing Alliance etc.
8. To develop and assist writing of technical proposals; support technical contributions, project management and technical reporting activities for ongoing SIBLING SME projects.
9. Working with the Faculty Commercial Manager in developing the post-funding strategy and business plan to ensure that project learning & valuable working relationship can be retained / acted upon. This will include developing SIBLING Case Studies for WYCA and working with colleagues in RAIS to develop potential Impact Case Studies for REF that may be generated during commercial interactions through SIBLING.

10. Attending and contributing to the organisation of networking events; supporting SIBLING events, for example the SIBLING launch event; representing SIBLING and the University at other external meetings and events as appropriate
11. To inspire and support academics to establish and develop their own personal relationships with individuals in external organisations and to guide the personal development of Faculty-based business-facing staff.