



UNIVERSITY of  
BRADFORD

# Job Description

Enterprise Development Manager

Bradford-Renduchintala Enterprise Ecosystem

Professional Services



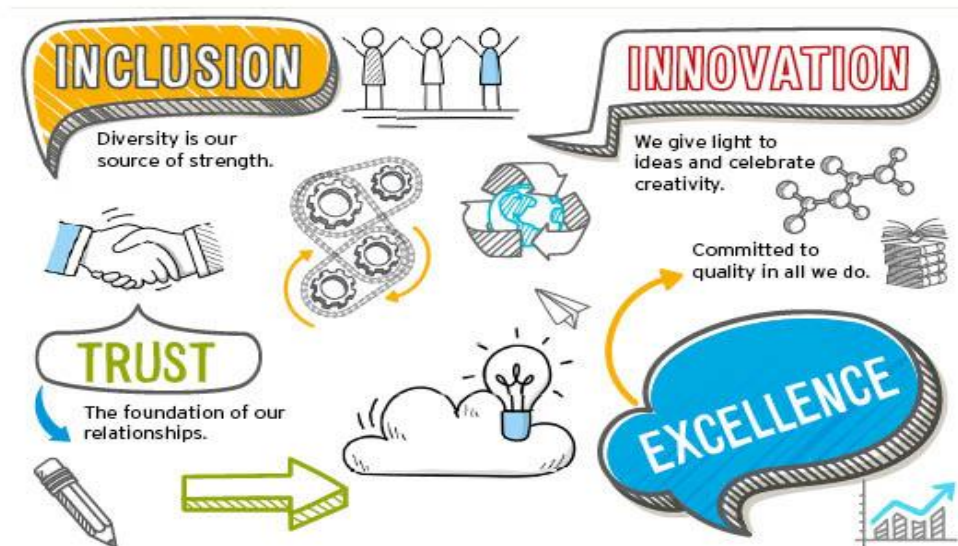
## Brief summary of the role

Role title:	Enterprise Development Manager
Grade:	8
Faculty or Directorate:	Research, Innovation & Business Engagement
Service or Department:	Bradford-Renduchintala Enterprise Ecosystem (BREE)
Location:	Bright Building, University of Bradford Campus
Reports to:	Deputy Director of Bradford-Renduchintala Enterprise Ecosystem (Head of Commercial Innovation)
Responsible for:	
Work pattern:	Monday to Friday, full-time, mainly campus-based, flexible hours

## 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

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Level 6 qualification (eg first Degree), or equivalent, in a business or related subject or equivalent experience of working in a venture building/enterprise development role</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Leadership or management qualification</li> </ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Strong IT skills (e.g., MS Office, e-mail, internet, etc.)</li> <li>• Excellent presentation skills and ability to communicate clearly (orally and in writing) with a range of stakeholders</li> <li>• Understanding of enterprise and entrepreneurship</li> <li>• Broad, all-round business, fund-raising and financial knowledge</li> <li>• Experience of coaching or mentoring</li> <li>• Experience of managing or being involved with workshops or events</li> <li>• Experience in setting, prioritising, and meeting objectives and performance targets</li> <li>• Experience of budget management.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Confident in communicating effectively with diverse individuals inside and outside the organisation using different methods</li> <li>• Ability to interpret and report on statistics and data</li> <li>• A good team player who builds effective working relationships with others</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Experience of setting up or working in a start-up or small business</li> <li>• Experience of advising or supporting businesses</li> <li>• Experience of working with NGOs</li> <li>• Experience of training and development</li> <li>• Experience of managing subcontractors</li> <li>• Experience of managing people</li> <li>• Experience in academic or commercial technology transfer</li> <li>• Knowledge of intellectual property processes and strategic management</li> <li>• Links with local or international community</li> <li>• Understanding of regional and national enterprise support organisations</li> <li>• Links with investment community</li> <li>• Personal networks with existing entrepreneurs and business owners</li> <li>• International experience</li> </ul>

Personal attributes

<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• Ability to engage with people from a broad range of social, cultural and educational backgrounds</li> <li>• Creative with a positive attitude to new ideas and initiatives</li> <li>• Keen to succeed and achieve excellence</li> <li>• Ability to tackle difficult and demanding jobs, learning in the process</li> <li>• Ability to manage multiple projects and priorities</li> <li>• Flexible attitude to work hours and variety of tasks</li> <li>• An understanding of the University's commitment to Equality and Diversity</li> <li>• Committed to continuing personal/professional development.</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• An empathetic approach and interest in addressing social inequality</li> </ul>

## Main purpose of the role

Enable business and social enterprises created through the Bradford-Renduchintala Enterprise Ecosystem (BREE) to access talent, develop teams, and to receive the mentoring, support and investment required to grow in value. This will be achieved through facilitating the establishment and ongoing development of multi-disciplinary founder teams, through developing and deploying a network of experienced external mentors, through identifying funding institutions and other partners that can support enterprise development as well as enabling strong applications for University of Bradford investment and support.

## 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. Ensure all start-up enterprises associated with BREE receive appropriate mentoring support, to increase their sustainability and potential for growth.
2. Manage a programme to recruit, develop, and deploy an expanding base of diverse and talented mentors, to meet the needs of an expanding BREE. Ensure mentors remain engaged with and supportive of BREE, through effective communications and recognition.
3. Identify and secure new and novel sources of funding for BREE enterprises, including benefactors, regional and national (including EIS/SEIS) investors, angel networks. Lead the evaluation and (if appropriate) implementation of a tax-efficient staff salary sacrifice investment scheme.
4. Lead the development of professional and individual networks to enable the recruitment of talented founder teams. Design and implement a founder team development programme, integrating with existing University support where appropriate.
5. Manage the Graduate Entrepreneurship programme, including co-ordination of masterclasses, training and action learning. Ensure, through co-ordination of support, that the Graduate Entrepreneurship Programme maintains high levels of enterprise survival and growth, such that founders are able to remain in (and contribute to the prosperity of) our city. Manage mechanisms to ensure that the University is able to sustain this programme through a combination of fees and equity.



6. Prioritise companies within BREE portfolio for growth funding. Support the generation of investment cases. Co-ordinate strategic investments (cash and in-kind) into BREE-linked projects. Where businesses have been supported, put in place mechanisms to ensure that funding is utilised and allocated in accordance with original investment goals. Act as BREE representative on boards of companies that have received University investment.
7. Work in co-ordination with Deputy Head (Portfolio) and University Commercialisation Group to ensure University-backed BREE companies receive necessary support (including IP where appropriate), are appropriately valued, and supported to progress to appropriate liquidity events (license, sale, float etc).
8. Lead/support enterprise competitions, pitch events and 'dragons den' investment forums.
9. Co-facilitate and provide direct support to Accelerated Entrepreneurship programmes for Students, Community, and Staff. Co-facilitate Open Innovation workshops for researchers and SMEs.
10. As a member of the BREE team, provide guidance and coaching to entrepreneurs and enterprise teams, support to recruitment of entrepreneurs, communications, workshops and events, as well as to the strengthening of the University's enterprise curriculum.
11. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.