

Job Description

Business Development Manager
Professional Services

Research Innovation and Business Engagement



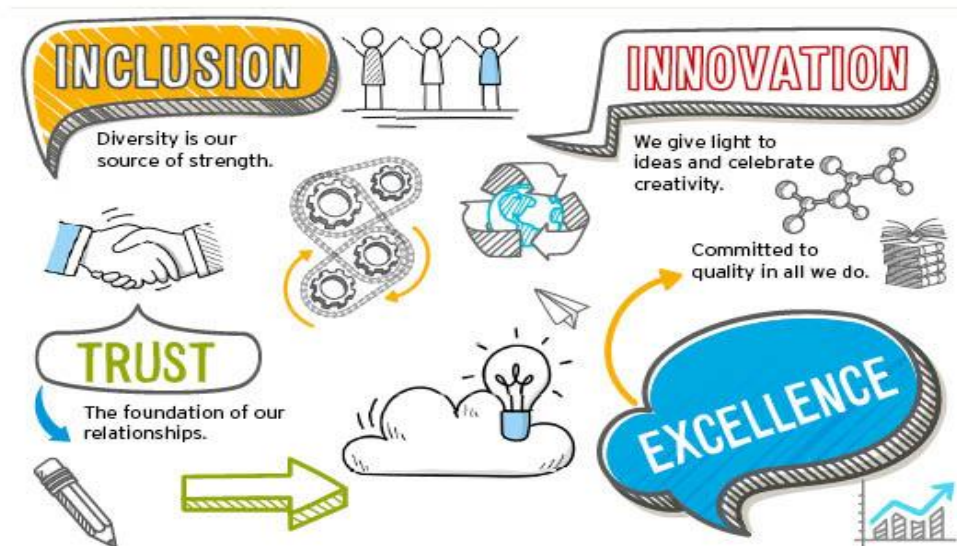
Brief summary of the role

Role title:	Business Development Manager
Grade:	9
Faculty or Directorate:	Research Innovation and Business Engagement
Service or Department:	Professional Services
Location:	Main Campus
Reports to:	Head of Business Engagement
Responsible for:	1 x G8 Business Development Officer
Work pattern:	Full time / flexible pattern by agreement

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)

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 qualification and/or equivalent experience in a subject area relevant to the host Institute
Desirable	<ul style="list-style-type: none">• Educated to PhD level or equivalent• Postgraduate and/or professional qualifications in management and/or marketing disciplines

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Demonstrable understanding the importance of research and innovation to business success• Demonstrable ability to map academic capability within the host Institute onto the needs and challenges of external partners, and to recommend appropriate mechanisms for mutually beneficial collaboration.• Experience of working in a large and diverse team and/or organisation• Experience of working with a diverse range of people as colleague, customer and/or supplier• Experience of managing complex projects using project management methodology• Experience of contract negotiations including ownership of intellectual property rights• Experience of line management, with demonstrable evidence of positive impact on team performance
------------------	---

	<ul style="list-style-type: none"> • Clear written and oral communication skills with the ability to understand, influence and give instruction • Drafting, implementing and enforcing institution-wide business plans, policy and process • Giving advice on interpretation of policy/procedure/legal requirements to non-specialist colleagues • Ability to manage, plan and implement own workload, projects and work of the team to meet deadlines • Familiarity with contracts, e.g. collaboration agreements, confidentiality agreements • Strong IT skills
Desirable	<ul style="list-style-type: none"> • Experience in a professional and/or academic consultative selling role • Research experience in both academia and industry • Knowledge of typical reporting, monitoring and audit requirements for public project funding, e.g. Innovate UK

Personal attributes

Essential	<ul style="list-style-type: none"> • Highly motivated, committed and effective team member, capable of leading by example • Commitment to engage with and contribute actively to the aims and objectives of the University • Commitment to engagement in positive working relationships • Self-starting and ability to work on own initiative • Commitment to equal opportunities
------------------	--

	<ul style="list-style-type: none">• Commitment to own and others' development• Understanding of the University's commitment to Equality and Diversity
Desirable	<ul style="list-style-type: none">• Ability and willingness to undertake regular travel to visit partners and clients, usually within West Yorkshire

Main purpose of the role

The Business Development Manager ensures that their host Research Institute at the University of Bradford maintains and develops relationships with external organisations that may benefit from our research and innovation capabilities to catalyse knowledge mobilisation. Through a strategic approach to external stakeholder engagement and applying technical sales methodology, the role holder inspires and supports academics to develop their own relationships with expert employees of these external organisations, and works collaboratively with professional service colleagues across the University to drive quality in the design, formal agreement and delivery of research and innovation partnerships.

Working to the University's Research, Innovation and Knowledge Mobilisation strategy, the post holder is key to driving the societal impact and financial sustainability of academic activity within their host Institute. Their performance is to be monitored in terms of the volume, quality and financial impact of their external networks, the associated project pipeline, and the outcomes of projects facilitated.

Main duties and responsibilities

1. Managed within the Knowledge Mobilisation Unit's Business Engagement Team within Research, Innovation and Business Engagement (RIBE) and assigned to one of two University Research Institutes, to manage business development staff within the host Institute (initially 1 x G8 Business Development Officer) and to work closely with other RIBE staff, other professional services and academic staff within the Institute to grow the quality and scale of our research and innovation activities with partners in the commercial, public and voluntary sectors.
2. To lead on implementation and continuous refinement of key elements of the University's Research, Innovation and Knowledge Mobilisation Strategy relating to the host Institute's strategic engagement, collaborative innovation and economic growth and regeneration programmes, working closely with the Head of Business Engagement and Associate Director, Business Engagement and Innovation.
3. To operate, monitor and help continuously improve processes and systems for stakeholder engagement, project development and management and benefits tracking, including the team's stakeholder management process and relevant components of the Research Information System.
4. To embody a client relationship focus and strong customer service values, and to establish and develop personal relationships with individuals in senior roles in selected external organisations, acting as an ambassador for the University and host Institute.
5. Establish and manage positive working relationships with relevant business networks, forums and business intermediaries in the Bradford District, across West Yorkshire, and UK-wide. Develop and manage formal agreements with these

groups as appropriate and ensure that the relevant internal stakeholders can support these agreements.

6. To inspire and support academics to establish and develop their own personal relationships with individuals in external organisations.
7. To identify and support the realisation of opportunities for academic collaboration, technology transfer, consultancy and/or skills development with external partners, signposting where appropriate to other professional service capacity, e.g. Commercial Innovation Team, Research Development Team.
8. To apply commercial acumen and knowledge of intellectual property and contracts in negotiating terms of agreement with partners, and in internally recommending acceptable terms to Authorised Signatories, complying with project development governance requirements.
9. To lead the development of activity under well-defined, publicly-supported schemes including Knowledge Transfer Partnerships, Innovate UK products and European funding programmes.
10. To assure compliance with reporting, monitoring and audit requirements associated with projects managed, for example Innovate UK or regional public funding.
11. To employ the University's Research Information System to track project development and to provide regular status reports to enable performance management.
12. To engage in relevant personal development, to guide the personal development of direct report(s), and to support the Research Culture and Environment Unit in developing, commissioning and/or delivering business engagement training to benefit staff and students across the University.
13. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and 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