UNIVERSITY of BRADFORD

Job Description

ENTERPRISE DEVELOPMENT ADMINISTRATOR

Bradford-Renduchintala Enterprise Ecosystem



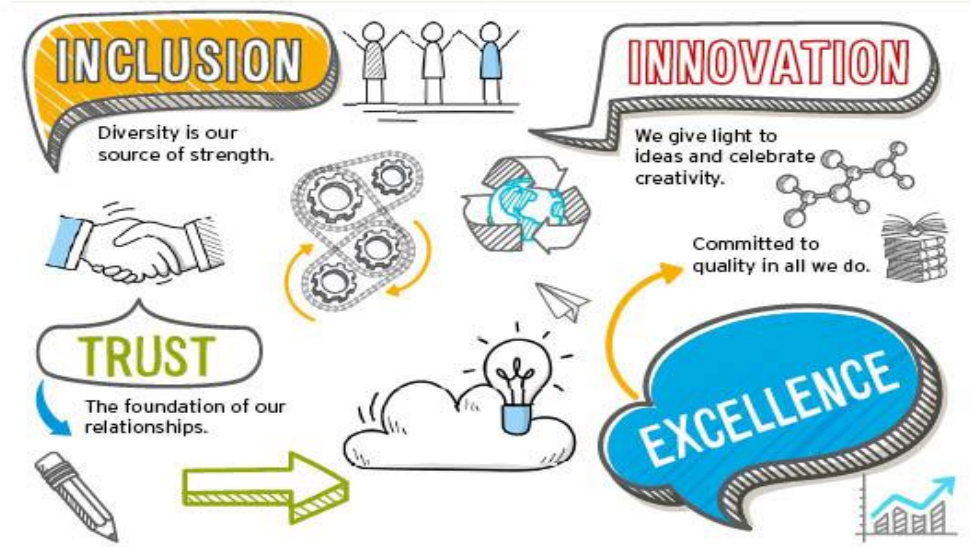
Brief summary of the role

Role title:	Enterprise Development Administrator
Grade:	5
Faculty or Directorate:	Professional Services
Service or Department:	Research, Innovation and Business Engagement Entrepreneur Development Team
Location:	University of Bradford Campus
Reports to:	Enterprise Development Manager
Responsible for:	N/A
Work pattern:	Full time

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	• Level 2 qualification (eg GCSE) in English and Math's, or equivalent experience
Desirable	• A business-related qualification

Experience, skills, and knowledge

Essential	• strong IT skills including proficiency in Windows based software (i.e. Excel, PowerPoint, Word and Outlook); • experience of working to external deadlines; • experience of dealing with a wide range of people, identifying and resolving their queries in a professional manner; • relevant administrative experience in a busy office environment; • strong organisational skills; • clear written and oral communication skills with the ability to understand and explain processes and procedures • dealing with non-standard queries;

	• managing confidential and sensitive information in a professional manner; • ability to plan and organise own workload and manage conflicting deadlines with limited supervision; • accuracy and attention to detail.
Desirable	• experience of managing events • experience of training, coaching, mentoring or facilitation • project management skills • working in a HE / Enterprise Support environment

Personal attributes

Essential	• friendly, helpful and confident manner; • ability to engage with people from a broad range of social, cultural and educational backgrounds • flexibility and ability to deal with changing priorities; • a supportive and inclusive role model in the team; • commitment to high quality professional service; • self-motivated and willing to take on new challenges;

	• understanding of the University's commitment to Equality and Diversity.
Desirable	• creativity and willingness to experiment

Main purpose of the role

- Facilitate delivery of the Bradford-Renduchintala Enterprise Ecosystem's (BREE) services for the pre-start entrepreneurs, start-up founders and scale-up leadership teams running BREE's beneficiary businesses. This may include, but is not limited to, a rolling programme of networking and educational events, mentor and investor brokerage, other bespoke business support and management of business incubator / venture studio space.
- Maintain an up-to-date beneficiary database / client relationship management system to facilitate management and monitoring of BREE impact.
- Provide capacity to link participants in other University of Bradford professional education activities to BREE and the wider business engagement offer.
- Service BREE strategic and operational meetings. Provide diary and other administrative support to the wider Entrepreneur Development Team and BREE leadership.

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. Working with the Enterprise Development Manager, support a rolling enterprise support programme, including co-ordination of mentoring activities, arranging fortnightly sessions and networking events. Where participants are beneficiaries of the University's Home Office status as a legacy endorsing body, provide support to visa endorsements and applications. Coordinate the Entrepreneur Development Team's liaison with Home Office to ensure our support programme remains in compliance, flagging items of concern to management as necessary.

2. Provide administrative and logistical support to the BREE Enterprise Fellowship Programme, including monitoring of performance and payments under respective outsourcing contract(s) for Enterprise Fellowships and other enterprise support programme(s).

3. Work with the Enterprise Development Manager and the RIBE Commercial Innovation Team to specify and deliver a revised schedule of pre-start, start-up and investment support services for founders, including a physical business incubator offer and a pathway to MSc in Applied Entrepreneurship if appropriate.

4. Maintain an up-to-date beneficiary database / client relationship management (CRM) system to facilitate management and monitoring of BREE impact.

5. Maintain oversight of payments and/or equity allocations due from beneficiaries, prompting Finance for timely action where necessary and escalating undue delay via Enterprise Development Manager. Similarly, ensure timely payment of invoices received for services rendered and expenses reimbursement in liaison with Enterprise Communications and Engagement Administrator and/or Finance.

6. Support Enterprise Development Manager to initiate and maintain mentor relationship and include mentors, investors and other potential supporters of BREE in CRM.

7. Provide administrative support (by agreement) to RIBE CPD Manager to promote and deliver professional education aimed at entrepreneurs and senior business leaders, e.g. Help 2 Grow, using CRM to support the promotion of BREE and wider business engagement services to participants.

8. Maintain template mentor briefs, investor decks and related tools of potential use to the Entrepreneur Development Team and BREE beneficiaries.

9. Support the running of BREE open innovation workshops both locally and with partner institutions overseas. Lead the co-ordination of UK-based workshops, and work with co-ordinators overseas for international workshops. This will involve liaison with senior innovation stakeholders, home and overseas, experts from participating institutions and companies, event management, travel and logistics support.

10. Co-ordinate and provide direct support to core meetings and processes that enable the smooth running of BREE. Take action to continually improve team communications and effective team working. Service the Advisory Board and maintain strong positive relationships with Advisory Board members.

11. Provide administrative and direct support where required to Enterprise Development Manager and, subject to capacity, to other members of the Entrepreneur Development and BREE leadership teams. This may involve the regular servicing of formal committee and/or programme and project management meetings.

12. As a member of the BREE team, act as an advocate for enterprise and entrepreneurship as both an educational and career pathway, helping to build a more entrepreneurial culture at the University.

13. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)