

South Bank University Enterprises Ltd
University Enterprises

Post: Business Development Manager (Ref:X4537)
(Knowledge Transfer Partnership)

Reporting to: Head of Business Development

JOB SPECIFICATION

PURPOSE OF THE POST:

To identify and deliver Knowledge Transfer opportunities, delivering from initial lead generation to proposal development and implementation, working in conjunction with the University's academics and SBUEL enterprise staff

MAIN RESPONSIBILITIES

1. Work with the Heads of Business Development and Programme Support to deliver the University Enterprise Strategy (an underpinning component of the Corporate Plan) for KTP, KTC and other grant funded opportunities.
2. Develop with the Head of Business Development and the B2B Marketing Manager the strategy for market development activity, and where necessary the business case to support investment.
3. Build productive links and relationships with a range of potential key client businesses and ancillary organisations and networks, through own efforts and working in conjunction with the Business Development Management team.
4. Identify relevant expertise within all Faculties and develop partnerships with the key academics interested in Knowledge Transfer that drive new project acquisition.
5. Lead whole life project management of KTP and KTC and other grant funded opportunities from EOI to final report.
6. Perform other duties in line with the University Enterprise Strategy as may reasonably be requested.

SELECTION CRITERIA

- A) Qualified to degree level or equivalent
- B) Extensive experience in commercial business development. Demonstrable experience in identifying and then exploiting new markets as well as new clients.
- C) Minimum of 2 years' experience of KTP sales and management encompassing both sales and project support activity.
- D) Excellent communication skills. Able to represent the University and the full breadth of its offer in both formal and informal situations to partners, stakeholders and prospects.
- E) Strong negotiation skills. Demonstrable experience in successfully negotiating commercial contracts in a similar environment.
- F) A good networker, able to build and maintain strong relationships with clients and others in the industry sectors and businesses of interest for University Knowledge Transfer.
- G) Able to work flexibly and creatively with a wide range of individuals in a complex and diverse institution to create strong partnerships for client delivery.
- H) A strong commitment to and proven record of customer service and account management.
- I) Proven project management, including CRM and formal project management systems.
- J) Able to demonstrate an understanding of the impact of equality and diversity.

NOTES TO APPLICANTS

Please state clearly on the application form the post title for which you are applying.

Applicants should complete the enclosed application form in full in particular addressing the selection criteria for the post.

SHORLISTING FOR INTERVIEW

Please ensure you address all the criteria on your application form, giving examples to demonstrate how you meet the criteria in terms of your experience, knowledge and skills.

CONDITIONS OF SERVICE

Remuneration

The salary for this post will be circa 40K per annum, plus bonus, depending on experience.

Pension Payment Supplement

In addition to salary you will be paid 5% equivalent of your gross annual salary as a pension supplement payment for you to pay into a pension scheme of your choice. The company will pay this directly to your pension provider.

Probationary Period

The probationary period during which your suitability for the role will be assessed will be the first 6 months of your employment.

Annual Leave

The leave year runs from 1st January to 31st December. In addition to statutory bank holidays you are entitled to 25 days annual leave. All annual leave can only be taken following the prior written agreement of your line manager.

Hours of Work

The core hours for this post are 35 per week, with a one hour unpaid lunch break each day. However you are expected and required to work for the period required to fulfill your duties to the satisfaction of the Director of Enterprise.

Contract: Initially fixed for one year

RETURN OF APPLICATION FORM

Please follow the instructions under the relevant vacancy on the LSBU website and upload your application form. You will receive an email confirmation that your application has been received.

Please note that c.v.'s will not be accepted without a completed application form.

Closing date for applications will be midnight on Monday, 21 January 2013

Interviews will be held on Monday, 28 January 2013