

Candidate Brief

EBRI Business Development Manager

Reference: R180080

Salary: Grade 8, £32,548 to £38,833
per annum

Contract Type: Fixed Term (until 30th
April 2019)

Basis: Full Time

Closing Date: 23.59 hours BST on
Wednesday 28 March 2018

Interview Date: To be confirmed

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



European Union
European Regional
Development Fund



Job description

Job Purpose:

The primary purpose of the Business Development Manager is to ensure that the business support targets and outcomes of the EBRI ERDF Technology Demonstrator Project are achieved.

The Business Development Manager will work with the Project Manager and the Project Director to deliver the Business Support, Business Collaboration and reputational gain targets of the EBRI ERDF Technology Demonstrator project as well as to develop the long term sustainability of the project.

Main Duties/Responsibilities:

- ▶ Follow administrative processes and procedures required for the delivery of the ERBI project including publicity requirements, accurate files and records as well as completion of appropriate ERDF documentation.
- ▶ The post is responsible for pipeline development management and recording
- ▶ Active and successful management of the end to end business engagement process: lead generation; presentation of opportunity; qualification; solution assessment; negotiation; close
- ▶ Liaison with partner agencies and business groups to generate referrals
- ▶ Deliver talks and presentations at industry events
- ▶ Support the delivery of the project marketing plan and events
- ▶ To provide the focal point for new collaborative activities with companies supported by the project to create new near market research projects.
- ▶ To work closely with experts in the university to ensure that opportunities for companies are maximised.
- ▶ To work with beneficiaries to develop collaborations including providing assistance with structuring partnerships and preparing funding applications.
- ▶ Undertake site visits and telephone discussions with companies in order to promote engagement and collaboration.
- ▶ Contribute to weekly and monthly progress reports produced by the project manager and attend meetings as required.
- ▶ To promote the reputation of EBRI for the benefit of the region at a regional, national and international level.
- ▶ To develop the long term sustainability of the project.
- ▶ To undertake any other duties commensurate with the grade as required.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Business qualification or equivalent experience.	Application form
Experience	<p>Proven success in Business Development.</p> <p>Understanding of national, European and international research funding programmes suitable for regional businesses.</p> <p>Capable of hands on problem-solving, with ability to generate ideas and solutions.</p> <p>A track record of developing successful written research and other proposals.</p> <p>Experience of delivering presentations to small, groups and ideally at conferences.</p> <p>Knowledge and use of Business Development processes including pipeline management</p>	Application form and interview
Aptitude and skills	<p>PC literate with knowledge of computer based applications e.g. Word, Access, Excel and email.</p> <p>Strong communication skills at all levels including written, oral, email, telephone, and presentation.</p> <p>Strong team working skills and the ability to use initiative.</p>	Application form and interview
Training and development	Engages in own updating and training activities.	Application form and interview
Other	<p>Ability to operate effectively in complex technical and market environments.</p> <p>Experience of working with a wide range of businesses including SMEs.</p>	Application form and interview
	Desirable	Method of assessment
Education and qualifications	Engineering, Chemistry or Environmental qualification and degree level or above.	Application form
Experience	<p>Business development in the engineering and power sectors.</p> <p>Business development experience in a technology/ knowledge transfer and research environment.</p>	Application form and interview

How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:

Name: Tim Miller

Job Title: EBRI Project Manager

Tel: 0121 204 3583

Email: t.miller1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website www.aston.ac.uk/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

Benefits: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

Working in Birmingham: <http://www.aston.ac.uk/birmingham/city-living/>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

Data Protection Act 1998: Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name



Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr