

Reference: R200292

Salary: Grade 8, £33,797 to £40,322 per annum

Contract Type: Continuing

Basis: Full Time

Closing Date: 23.59 hours GMT on Friday 11 December 2020

Interview Date: Early January 2021

Business Development Manager

College of Engineering and Physical Sciences



Job description

Job Purpose:

Proactively identify opportunities to develop and grow Aston's collaborative research and knowledge exchange activity in line with the University's beneficiary-led strategy.

Main Duties and Responsibilities

- ▶ Work with academic staff from our College of Engineering and Physical Sciences to help deliver our stretching targets for funded research and knowledge exchange projects (particularly KTPs, Innovate UK programmes and contract research).
- ▶ Develop effective working relationships with external stakeholders (including industrial partners, business networks and funding bodies) to identify opportunities which align with our academic expertise.
- ▶ Work with Research and Knowledge Exchange (RKE) colleagues to draft KTP applications and assist academic colleagues in the development of other funding proposals.
- ▶ Gather intelligence and disseminate information from relevant funders to ensure that Aston academics' research and enterprise proposals are aligned with funding requirements.
- ▶ Work with the RKE Technology Transfer Team to help support translational research projects, in particular helping to find and build relevant industry collaborations.
- ▶ Work closely with RKE colleagues responsible for research support to identify opportunities for industrial engagement (for example via RCUK and EU funding).
- ▶ Work with the RKE operations team to ensure that successful projects are successfully negotiated and contracted.
- ▶ Advise colleagues and senior members of the staff on any relevant funder policy changes and their implications for Aston.
- ▶ Work with our marketing team to maximise the profile of our collaborative research and knowledge exchange activities.

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 | Engineering or scientific related degree or equivalent. | Application form |
| Experience | <p>Experience in a similar level and type of role or substantial experience in engineering or technology focused roles.</p> <p>Experience of building and maintaining effective relationships.</p> <p>Experience of building credibility through excellent written and verbal communication skills.</p> <p>Experience of working in a target driven environment.</p> <p>Experience of achieving results through other people.</p> <p>Knowledge and experience of working with industry.</p> <p>Ability to sell a concept.</p> <p>Ability to develop sustainable relationships with a wide range of stakeholders.</p> | Application form and interview |
| Aptitude and skills | <p>Thinks and plans strategically.</p> <p>Has the will and ability to work cooperatively with others.</p> <p>Able to convey information in an understandable and engaging manner to a range of audiences.</p> <p>Negotiation and persuasion skills.</p> <p>Uses judgement to make good decisions in complex situations.</p> <p>Ability to work independently.</p> <p>Able to work flexibly and use initiative. Tenacity and resilience.</p> <p>Highly developed organisational skills.</p> | Application form and interview |
| Other | Able to prioritise and manage competing demands. | |

| | Essential | Method of assessment |
|--|---|----------------------|
| | <p>Demonstrates positive leadership and management qualities.</p> <p>Sound knowledge of IT including word processing, spreadsheets, email and the internet, Ideally in a Microsoft environment.</p> <p>Willingness to travel throughout the West Midlands and occasionally nationally.</p> <p>Willingness to work outside contracted hours on occasions (including early mornings and evenings).</p> <p>Commitment to continued professional development.</p> | |

| | Desirable | Method of assessment |
|-------------------------------------|--|--------------------------------|
| Education and qualifications | A higher degree or business qualification. | Application form |
| Experience | <p>Experience of successful grant writing.</p> <p>Experience of building stakeholder relationships.</p> <p>Knowledge of contract negotiation. Knowledge of Innovate UK and other funder requirements.</p> <p>An understanding of Higher Education and university-business collaboration.</p> <p>Experience of working with databases to manage business information.</p> | Application form and interview |

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/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 jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: John Richards

Job Title: Director of Knowledge Exchange

Email: j.e.richards@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

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

Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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 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.

Data Protection Act 1998: Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

