



OPPORTUNITY

Business Engagement Manager

Reference: R220160

Salary: Grade 8, £34,304 to £40,927 per annum (pro-rata) depending on experience

Contract Type: Fixed Term (30/06/2023)

Basis: Part Time (0.5 FTE, 18.25 hours per week)

Job description

Aston University has been part funded by the European Regional Development Fund (ERDF) to support the delivery of a project called: *“Repowering the creation and extension of UK-centric supply chains”* in the Marches and in the Greater Cambridge Greater Peterborough (GCGP) LEP. The project assists companies in the manufacturing, automotive, engineering, food and drink sectors to map, assess and improve the capabilities of their supply chains with the view to grow and to maximise UK content. The project provides a combination of short and long term collaborations with University academics to assist small and medium enterprises to address growth challenges that can be resolved by improving supply chain capabilities. The project works closely with selected companies and blended academic teams will work with company managers to address the challenges in their supply chains in order to assist companies to grow.

Job Purpose:

The Business Engagement Manager for GCGP has a crucial role in engaging businesses into the project. He/she will also deliver diagnostic support and work with the Lead and Senior Academics to deliver advice to beneficiaries from the GCGP LEP. The project also delivers a number of workshops to assist businesses to consider strategies to improve maturity of companies’ supply chains.

This post is part-funded by the European Regional Development Fund (ERDF).

Main Duties/Responsibilities:

- ▶ Recruit eligible SMEs
- ▶ Confirm eligibility criteria of SMEs
- ▶ Delivery of supply chain diagnostics
- ▶ Delivery of business advice to SMEs
- ▶ Workshop facilitation
- ▶ Support the project team in preparing all the required reports for the audit(s)

Specific Responsibilities

Business Engagement

- ▶ Devise, plan, and deliver the marketing and business engagement strategy in consultation with the Lead Academic and Project Manager
- ▶ Research potential new leads and contact prospective clients through a variety of mediums – this could include reaching out on social media, phoning, emailing or meeting in person
- ▶ Develop links with the Local Growth Hubs in the GCGP, stakeholder organisations and industry bodies in order to generate referrals for the project
- ▶ Attend networking events and exhibit at exhibitions, events, etc in the GCGP
- ▶ Generate referrals from complementary ERDF projects

Delivery of diagnostics

- ▶ Apply the diagnostic tool in consultation with the Lead Academic and Senior Academics
- ▶ Liaise with the Project Coordinator to set up diagnostic meetings with SMEs
- ▶ Undertake diagnostic meetings with SMEs

Project Delivery

- ▶ Analyse the diagnostic and discuss results and possible solutions with SMEs
- ▶ Set up meetings with the support of the Project Coordinator in order to discuss solutions with SMEs
- ▶ Undertake meetings with SMEs to discuss solutions. Some of these meetings will be supported by a Senior Academic or the Project Lead whilst others will be undertaken solely by the Project Manager

Workshop facilitation

- ▶ Work with the Lead Academic and Senior Academics to develop workshop activities
- ▶ Prepare and deliver presentations

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	Education to degree Level, an MBA qualification or equivalent is required.	Application form
Experience	<p>Experience in business development field</p> <p>Experience of working in manufacturing companies</p> <p>Experience of working with SMEs to help them to improve their supply chain operations</p> <p>Experience of ERDF funded projects</p>	Application form and interview
Aptitude and skills	<p>Ability to work and build relationships with SMEs and a range of partners, stakeholders and external clients and contractors</p> <p>Self-motivation and the ability to be motivated by targets</p> <p>Strong communication and presentation skills</p> <p>Ability to influence and negotiate with others</p> <p>Excellent knowledge of Microsoft Office packages (Word, Outlook, Excel and PowerPoint)</p>	Application form and Interview
Other	<p>Preferably based in the GCGP or willingness to be based in the GCGP</p> <p>Willingness and availability to attend evening events, if required</p>	Interview

	Desirable	Method of assessment
Experience	Previously supported an ERDF or other externally funded project	Application form and interview

	Desirable	Method of assessment
	<p>Customer-oriented approach</p> <p>Experience in organising events/workshops</p> <p>Previous knowledge or understanding of the Higher Education sector</p>	
Aptitude and skills	<p>Qualification relating to the objectives of the project (e.g. supply chain capabilities development)</p> <p>Knowledge of business support providers and networks in the GCGP</p>	Application form and interview

How to apply

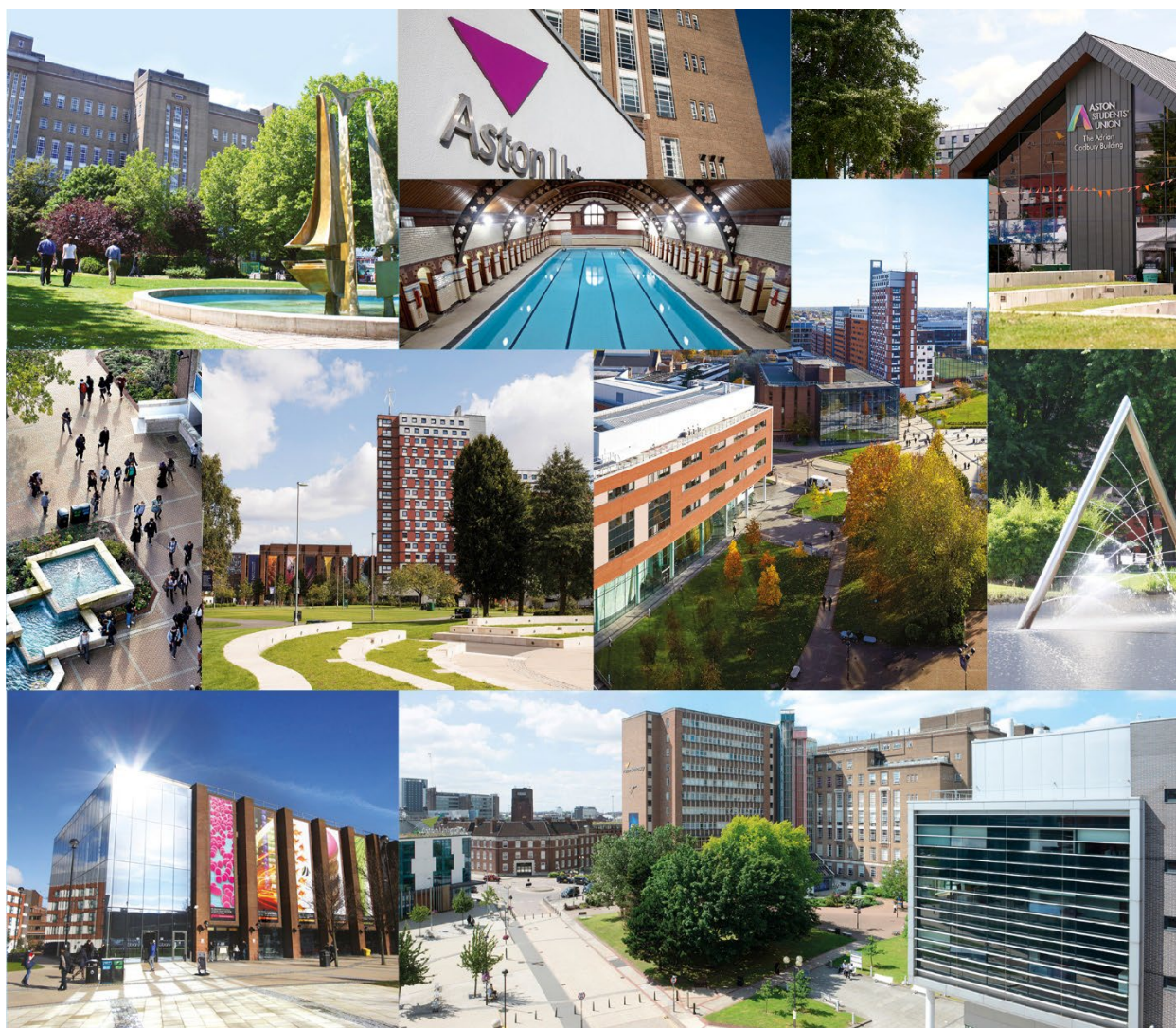
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 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: Aristides Matopoulos
Job Title: Reader and Head of Department
Email: a.matopoulos@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:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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 requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

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: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("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>

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