

Business Development Operations Coordinator



OPPORTUNITY

Where change
gets real.



Reference: 0420-25

Grade: 7

Salary: £30,805 to £36,130, per annum, depending on experience

Contract Type: Permanent

Basis: Full-Time

Job description

Job Purpose:

Aston University's 2030 strategy is **Inclusive**, **Entrepreneurial** and **Transformational**. We are building a new model of university for a changing world. Our vision is to be a leading university of science, technology and enterprise, measured by the positive transformational impact we achieve for our people, students, businesses and the communities we serve.

The role holder will provide comprehensive operational and strategic support across a broad range of business development activities for the Knowledge Exchange Team (KE Team).

This role is designed to enable a team of Business Development Managers (BDMs), to focus on building strategic partnerships that drive collaborative research income. The postholder will manage and co-ordinate logistics, data, and communications that underpin KE activities, playing a vital role in advancing the University's ambitious knowledge exchange targets as outlined in the Aston 2030 Strategy.

Main Duties/Responsibilities

- ▶ In collaboration with the BDMs, optimise relationship engagement strategies to strengthen partnerships with key industry and innovation partners.
- ▶ Take a lead role in the implementation and optimisation of HubSpot CRM across the KE team, ensuring consistent usage and data quality to support strategic engagement with both new and existing partners.
- ▶ Support the coordination and delivery of collaborative research and innovation projects (e.g., industry-academia partnership), including scoping of potential industrial partners aligned with thematic priorities.
- ▶ Utilise platforms such as KONFER to identify and engage with new industry partners and research opportunities.
- ▶ Maintain and update CRM systems (e.g. HubSpot) with accurate records of partner interactions, project progress, and leads
- ▶ Generate regular reports on pipeline performance, KPIs, and business development activities to inform strategic planning.
- ▶ Conduct data analysis, using tools such as PowerBI and DataCity to identify trends, gaps, and new partnership opportunities.
- ▶ Liaise with internal teams (e.g., Finance, Research Support) to ensure compliance with processing R&D projects including costing projects and conducting due diligence.
- ▶ Draft and contribute content for promotional materials, success stories, case studies, and partner communications.
- ▶ Collaborate with Marketing colleagues to enhance external visibility through digital channels
- ▶ Support the planning and delivery of events such as showcases, pitch sessions, and networking forums to enhance industry engagement.
- ▶ Provide general administration support, including assistance with bid preparation and submission processes.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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	<ul style="list-style-type: none"> ▶ Degree or equivalent. 	Application
Experience	<ul style="list-style-type: none"> ▶ Experience in a relevant role e.g., in business development or knowledge exchange. ▶ Proficiency in the use of CRM system and data analysis tools (e.g., HubSpot). ▶ Experience of working in a target driven or outcomes-oriented environment. ▶ An understanding of Higher Education and university-business collaboration 	Application and Interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ Excellent written and verbal communication skills. ▶ Ability to think strategically and contribute ideas for improving business development approaches. ▶ Analytical mindset with the ability to interpret and present data to guide decision-making. ▶ Ability to develop sustainable relationships with a wide range of stakeholders. ▶ Highly organised and self-motivated with the ability to manage competing priorities/deadlines independently. ▶ A proactive individual with the ability to work independently and as part of a team. 	Application and Interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ A higher degree or business qualification. ▶ Knowledge of the UK R&D funding landscape. 	Application
Experience	<ul style="list-style-type: none"> ▶ Knowledge and experience of working with industry. ▶ Experience of using market research tools such as Google Analytics, LinkedIn Insights and Labour market Intelligence reports. 	Application and Interview
Aptitude and Skills	<ul style="list-style-type: none"> ▶ Strong digital literacy, including comfort with using new tools and platforms to manage data and communications. 	Application and Interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.

Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.

Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.

Inclusion

We treat everyone in our community equally and how they would like to be treated.

Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Zaheda Teladia
Job Title: Business Development Manager
Email: z.teladia1@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 <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: [Benefits and Rewards | Aston University](#)

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

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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