

Business Development Manager



OPPORTUNITY

Where change
gets real.



Reference: 0859-25

Grade: Grade 08

Salary: £38,784 - £46,049 per annum, Depending on experience

Contract Type: Permanent

Basis: Full-Time

Job description

Job Purpose:

The Business Development Manager (BDM) is a key role supporting the delivery of Aston's sector-leading research, enterprise and innovation activities. Working as part of the Knowledge Exchange Team, and in close collaboration with the Senior Business Development Managers, the role holder will support and drive a wide range of strategic initiatives across our College of Engineering and Physical Sciences and Aston Business School.

The BDM will identify and develop collaborative opportunities with external partners particularly in areas such as digital technologies and enterprise AI. The role will focus on building relationships, supporting funding applications, and enabling knowledge exchange activities across the University.

Main Duties/Responsibilities

- ▶ Work with academic staff to help identify and develop collaborative research and knowledge exchange projects, including KTPs, Innovate UK programmes, and contract research.
- ▶ Support the development and implementation of business development plans aligned with College and University strategies.
- ▶ Build and maintain effective relationships with external stakeholders including industry, public sector bodies, and funding organisations.
- ▶ Assist in drafting funding proposals and applications in collaboration with academic and professional services colleagues.
- ▶ Gather and share intelligence on funding opportunities, policy changes, and sector trends to inform academic engagement.
- ▶ Support translational research activities by identifying potential industry collaborators and facilitating introductions.
- ▶ Work with internal teams to ensure appropriate contractual and compliance processes are followed (e.g., NDAs, award contracts).
- ▶ Collaborate with the impact and marketing teams to promote Aston's research and knowledge exchange successes.
- ▶ Represent the University at external meetings, events, and networking opportunities to raise its profile.
- ▶ Contribute to performance reporting and CRM activities to monitor engagement and outcomes.

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	▶ Engineering or scientific related degree or equivalent. ▶ Experience in a similar level and type of role or substantial experience in engineering or technology focused roles.	Application form
Experience	▶ Experience in a relevant role e.g. business development or partnership activities in a research, innovation, or higher education setting. ▶ An understanding of Knowledge Transfer Partnerships (KTPs) or Innovate UK programmes ▶ Knowledge and experience of working with external stakeholders such as industry, public sector, or funding bodies. ▶ Experience of building credibility through excellent written and verbal communication skills. ▶ Experience contributing to funding applications or collaborative research proposals. ▶ Experience of achieving results through other people.	Application form and interview
Aptitude and skills	▶ Strong communication and interpersonal skills, with the ability to build relationships across diverse stakeholder groups. ▶ Good organisational and planning skills, with the ability to manage multiple tasks and deadlines.	Application form and interview

	Essential	Method of assessment
	▶ Analytical thinking and ability to interpret funding landscapes and identify opportunities. ▶ Collaborative working style and ability to contribute to team objectives. ▶ Commercial awareness and understanding of the research and innovation ecosystem.	

	Desirable	Method of assessment
Education and qualifications	▶ A higher degree or business qualification.	Application form
Experience	▶ Experience supporting marketing or communications activities related to research or enterprise. ▶ Experience using CRM systems or performance tracking tools	Application form and interview
Aptitude and Skills	▶ Ability to use data and metrics to inform decision-making and reporting. ▶ Confidence in representing the organisation externally	Application form 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.



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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Zaheda Teladia

Job Title: Senior 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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