



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0434-26**

**Grade: 7**

**Salary: £31,236 to £36,636, 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 be responsible for operational and administrative support in all aspects of business development activities for the Knowledge Exchange Team, contributing to the University and departmental strategic objectives.

### Main Duties/Responsibilities

To work closely with Business Development Managers (BDMs) and other colleagues in support of business development and related activities.

- ▶ Provide administrative support for business development activities within the Knowledge Exchange Team.
- ▶ Co-ordinate and manage the scheduling of meetings, documentation, preparation of reports and presentations related to business development.
- ▶ Maintain and update the CRM system, ensuring accurate and timely data management of business development activities and industry interactions.
- ▶ Prepare regular reports on business development activities, including new leads, partner interactions and outcomes to support collaboration and growth.
- ▶ Monitor and track progress of business development initiatives and projects providing regular updates as required.
- ▶ Liaise with the BDMs and the legal team to draft and have signed contracts, NDAs and due diligence documents.
- ▶ Coordinate financial and project entry workflow on internal Agresso system in preparation of collaborative grants submission. Collaborate with colleagues in the evaluation of the impact of business development activities and make recommendations on improvements.
- ▶ Act as a key point of contacts to facilitate and enhance communication channels within the team and across the University to support a streamlined approach to business development.
- ▶ Responsible for organising events with internal and external stakeholders, training sessions and away days which includes logistical support, venue bookings, catering, and attendee management.
- ▶ Administer one off operational projects as directed by the Line Manager or Director of Knowledge Exchange.
- ▶ In collaboration with the Marketing department coordinate the creation of promotional materials to ensure campaigns maximise engagement with industry and business networks via LinkedIn reach outs, webinars, workshops and events.
- ▶ Conduct data-driven research using established methods to identify potential funding opportunities and partnerships aligned with key priority areas.
- ▶ Support the development and continuous improvement of processes within the team (e.g. use of emerging technology).
- ▶ Support the preparation of bid and submissions.
- ▶ Provide supervisory support for placements, administrators as directed by the line manager.

- ▶ Advise and guide new starters on standard information and procedures and the team on updates.
- ▶ Provide operational support to the whole team on purchases, travel booking and other similar 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.
- ▶ 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
<b>Education and qualifications</b>	A degree or equivalent qualification in a relevant area (e.g., business development, project administration).	Application form and interview
<b>Experience</b>	<p>Demonstrated experience providing administrative support in a business development or related environment.</p> <p>Experience using CRM systems for data management and reporting.</p> <p>Familiarity with managing calendars, scheduling meetings, and handling correspondence effectively.</p> <p>Proven track record of coordinating and supporting events, workshops, or similar activities.</p>	Application form and interview.
<b>Aptitude and skills</b>	<p>Excellent organisational and multitasking abilities, with the ability to manage competing priorities.</p> <p>Strong written and verbal communication skills to prepare reports, presentations, and documentation.</p> <p>Strong interpersonal skills, with the ability to build and maintain effective working relationships with internal teams and external partners.</p> <p>Ability to work collaboratively and liaise effectively with diverse stakeholders.</p> <p>A proactive individual with the ability to work independently and as part of a team.</p> <p>A highly motivated individual who can take initiative and think creatively to develop better ways of working.</p> <p>Strong analytical skills to review and report on business development data.</p>	Application form and interview.


	Essential	Method of assessment
	Proficient in using Microsoft Office Suite and other relevant tools.	

	Desirable	Method of assessment
<b>Education and qualifications</b>	Understanding of the innovation funding landscape.	Application form
<b>Experience</b>	<p>Experience in the higher education sector or knowledge exchange activities.</p> <p>Experience of using market research tools such as google analytics, Data City and labour market intelligence reports.</p> <p>Familiarity with marketing and promotional strategies, particularly in an academic or business context.</p> <p>Supervisory, line management experience.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Ability to create impactful promotional materials for campaigns and events.</p> <p>A logical and inquisitive mind, showing an interest in the commercial world, research and market trends.</p>	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.

Values + Behaviours

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## 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 [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Andrea Fotticchia

Job Title: Senior Business Development Manager

Email: [a.fotticchia@aston.ac.uk](mailto:a.fotticchia@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto: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:** 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**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web 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 our candidate immigration [web page](#) for further details.

## **Before you start and Right to Work**

### Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

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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