As part of the University’s ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

**JOB DESCRIPTION**

**Job Title:** Business Development Manager, Loughborough University London

**Job Grade:** Management and Specialist Grade 7

1. **Job Purpose**

Loughborough University London is an inspiring new postgraduate campus on the Queen Elizabeth Olympic Park. It forms part of an exciting development on the Queen Elizabeth Olympic Park, known as Here East. The area is a hub for sport, the creative, new media and digital industries and is home to more artists, creators and makers than anywhere else in Europe.

Enterprise at Loughborough University is defined as:

> “academic engagement with business, public and voluntary organisations to create social, cultural and economic impact through knowledge exchange.”

Working with the Associate Dean (Enterprise) at Loughborough University London who leads on the strategy development, the post holder will play a key role supporting development of a comprehensive strategy for Enterprise, at Loughborough University London, and moving this through to successful implementation. The types of activities covered range across identifying business opportunities and providing business support, student enterprise, employer partnerships, creating professional development activities, collaborative working for knowledge exchange and creation of impact through learning, and from the research base through various commercialisation routes.

Based in London and within the University’s Enterprise Office, the post holder will build excellent collaborative working relationships with other parts of the University that will contribute towards the delivery of a strategy. This will include the Loughborough University London senior management team and Institutes, the Centre for Careers and Employability, Students’ Union, and academic schools.

There are two key strands to this work. Initially the post holder will focus on strategy development, implementation and business development around identified enterprise opportunities focused on the activities of Loughborough University London. As this July 2015, 15102 (replacement post)
area matures, the post holder will also have an increasing role in developing opportunities for the broader University to take advantage of a London base, and the new partnership opportunities and stakeholder relationships that this provides.

As a new campus of Loughborough University, this role presents exciting opportunities to make a strategic contribution to the growth of an enterprising culture within the campus in a vibrant part of London.

Duties:

- To contribute to the creation of an Enterprise culture within Loughborough University London through supporting strategy development and ensuring effective implementation.
- To engage with public, private and voluntary organisations to initiate and secure opportunities for:
  - Knowledge exchange and engagement across a full range of Enterprise activities. This may include contract research, Knowledge Transfer Partnerships, bespoke short course provision, consultancy and summer school provision.
  - Work-based learning opportunities for students, including projects, placements, internships and volunteering.
- To work as part of a project team developing key relationships with the London based stakeholders, to include Local Enterprise Partnerships, Borough Councils, business, public and voluntary organisations.
- To be responsible for accessing and securing appropriate funding for the development of Enterprise activity, such as European Structural and Investment Funds and Innovate UK.
- To support individual members of academic staff and researchers across the University in accelerating the outcomes of their research, and specifically improving the wider impact of their research.
- Develop networks internally and externally to enable researchers and academics to grow research and enterprise activities.
- To run workshops and other tailored events to stimulate collaborations with business, public and voluntary organisations.
- Work closely with colleagues in the Loughborough University London team, Research and Enterprise Offices, Careers and Employability, the academic Schools, Students’ Union and the wider University.
- To engage in training programmes in the University which are consistent with your own needs and aspirations and those of the University.
- To represent the University externally as appropriate.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Special Conditions

Based in London, this post will require building strong relationships with colleagues in the Loughborough campus and may require frequent travel between the two campuses, on occasions requiring overnight stays. The post will also require frequent visits to partner organisations, requiring a degree of flexibility in working arrangements.

July 2015, 15102 (replacement post)
Organisational Responsibility

Reports to:  Head of Business Development, Enterprise Office with accountability to the Associate Dean (Enterprise) of Loughborough University London.

Responsible For:  None

Other

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University’s Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University’s Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.
**LOUGHBOROUGH UNIVERSITY LONDON**

**PERSON SPECIFICATION**

**Job Title:** Business Development Manager, Loughborough University London

**Job Grade:** Management and Specialist, Grade 7

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
<th>Stage to be Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of working in a research or enterprise business development role.</td>
<td>Experience in building learning partnerships.</td>
<td>All to be assessed at stages 1, 2 and 3</td>
<td></td>
</tr>
<tr>
<td>Experience of managing and/or leading large multi-stakeholder knowledge transfer activities.</td>
<td>Experience of developing practical plans to implement strategy in a “new” organisational context.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Significant experience of interaction with external partners and managing a large network of contacts.</td>
<td>Experience and knowledge of London-Higher Education context.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience of supporting and drafting collaborative funding applications.</td>
<td>Experience of European Regional Development Fund, European Social Fund or related funding sources.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
<th>Desirable</th>
<th>Stage to be Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to think strategically and develop strategic documents that will shape enterprise development at Loughborough University London.</td>
<td>General awareness of public sector policies and initiatives with regard to HE.</td>
<td>All to be assessed at stages 1, 2 and 3</td>
<td></td>
</tr>
<tr>
<td>Ability to coordinate and mobilise project teams across functional boundaries within the University.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proven ability to write successful, high quality business plans and/or funding proposals.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Skills and Abilities (continued)** | Ability to establish and maintain good working relationships at all levels including the most senior within companies and universities.  

Excellent presentation skills; written, verbal and report writing.  

Ability to initiate and develop collaborative relationships.  

Excellent financial, project management and ICT skills.  

Able to manage competing priorities and meet tight deadlines and use initiative where appropriate.  

Proven capacity to work flexibly, independently and as part of a team.  

Ability to identify and seize opportunities that add value to strategic objectives of the University. | All to be assessed at stages 1, 2 and 3 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training</strong></td>
<td>Demonstrate evidence of having undertaken further training.</td>
<td>3</td>
</tr>
</tbody>
</table>
| **Qualifications** | First Degree (or equivalent).  

Post graduate qualification or equivalent experience in a relevant area. | 1,3 |
| **Other** | Commitment to observing the University’s Equal Opportunities policy at all times.  

Willingness to travel between London and Loughborough campuses, and to collaborators to meet the requirements of the role. | All to be assessed at stage 3 |
Other | Willingness to work outside normal office hours occasionally to meet the demands of the job. | 3

Stages in Assessment: 1, Application Form, 3, Interview.

**Conditions of Service**

The appointment will be on a full time, open ended contract. Salary will be on Management and Specialist Grade 7, £38,511 to £45,954 per annum (at a starting salary commensurate with experience and qualifications), plus £2,500 London allowance.

The appointment will be subject to the University’s normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found at: [http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html](http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html)

**Informal Enquiries**

Informal enquiries are welcome and should be made to either Kathryn Burchell, Head of Business Development, by email at: k.d.burchell@lboro.ac.uk, or by telephone on +44 (0)1509 228493, or to Dr Kathryn Walsh, Director of the Enterprise Office, by email at: k.walsh@lboro.ac.uk, or by telephone on +44 (0)1509 228693.

**Application**

The closing date for receipt of applications is 29 July 2015. Interviews will be held on 5 August 2015.

July 2015, 15102 (replacement post)