

## **Business Development Manager UK Supply Chain and Logistics Excellence Centre**

**This position is full time and open ended**

**Job Ref: REQ250524**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

Loughborough University and the Loughborough Business School, through a new long-term partnership with the Massachusetts Institute of Technology Centre for Transportation and Logistics (MIT-CTL), has just established the UK Supply Chain and Logistics Excellence Centre (UK SCALE Centre) as the newest member of the MIT Global SCALE Network.

The UK SCALE Centre will focus on research, education, and working with industry, with the ambition of becoming the central hub for supply chain innovation and talent development in the UK. By working closely with key stakeholders in the sector, the Centre will help to bridge the gap between academic research and industry R&D. We aim to drive forward innovative solutions to the biggest challenges facing the UK's logistics and supply chain capabilities. The Centre will also equip the next generation of researchers and professionals with the essential skills and knowledge of best practice to take leading roles in building the future of supply chains.

The Centre will join the established SCALE Network which is already operating around the world in countries such as Spain, Luxembourg, China, and Colombia, becoming part of a global collaborative network. In total there are now six Centres of Excellence across four continents. These centres pool their expertise and work together on research projects that address real-world supply chain and logistics challenges, helping companies worldwide navigate an increasingly complex business environment.

The network supports over a dozen educational programs, engages more than 80 researchers and faculty, partners with 150 corporations, and boasts an alumni network of over 1,200 professionals worldwide.

Based at Loughborough University, the UK SCALE Centre will offer both Masters and Doctoral degrees, and the opportunity for MSc students to spend time at MIT's campus. A suite of executive education offerings will also be developed, which will be further customisable to offer bespoke training for individual organisations.

The Loughborough University campus is located in the heart of England. With world-class facilities and plenty of green space, it has everything our students, staff, and visitors need on site. Loughborough is an exceptional University. Our excellent student experience, acclaimed research, unparalleled sporting achievements, outstanding teaching and learning, and commitment to change, allow us to offer something truly distinctive from that of other Universities.

Loughborough Business School at Loughborough University is internationally leading in research and teaching covering the disciplines of business, management, finance, accounting, and economics.

We provide a high-quality education experience and undertake research that is tailored to the demands of today's business environment, certified through triple accreditation by AMBA, EQUIS and AACSB. This position is built and developed around a vibrant international community that provides an excellent environment for progressing a professional career.

## Job Description

### Job Grade

Management and Specialist Grade 7

### Job Purpose

**To spearhead the UK SCALE Centre's engagement with industry partners, fostering collaborations that bridge academic research with real-world supply chain challenges.**

Reporting to the UK SCALE Centre Manager, the Business Development Manager is responsible for: (a) implementing a client/partner engagement strategy, (b) fostering relationships with selected businesses and relevant public/professional organisations, (c) initiating and following up leads with selected businesses, and (d) managing contracts with client organisations in conjunction with relevant Professional Services and School staff.

The Business Development Manager will play a key role in driving the growth and impact of the UK SCALE Centre by working closely with industry partners to understand their challenges, priorities, and opportunities. They will be responsible for identifying and developing relationships with organisations across priority industry sectors, and for effectively triaging these opportunities to relevant SCALE Centre products, services, and engagement pathways. The post holder will support the delivery of the SCALE Centre business plan, which is reviewed annually, and contribute to the ongoing refinement of the Centre's offer whilst being mindful of the wider University relationships and opportunities. This will be achieved through regular engagement with, the Centre Director, the Centre Manager and the wider SCALE Centre leadership team.

### Job Duties

#### Business Development

- Developing strong corporate networks to support the UK SCALE centre's strategic goals in respect of research, teaching and innovation.
- Identifying potential corporate partners in conjunction with the UK SCALE team, and taking the lead in identifying contacts, developing tenders and proposals, drafting partnership agreements and monitoring partnerships in collaboration with the University's Partnership Development Team.
- Promoting the expertise of the UK SCALE centre in respect of innovation, Executive and Professional Education (EPE) and research to businesses and public sector agencies domestically and internationally.
- Developing strong working relationships with a portfolio of organisations to contribute to the employability of our students and the innovation strategy of the centre.
- Managing a pipeline of engagement opportunities and providing external engagement guidance to centre staff where appropriate.
- As part of business development activity work with colleagues across the SCALE network to support the formation and/or enhancement of partnerships with business, public and voluntary organisations; on one-off specific projects, and areas of complementarity.

#### Centre Specific

- Working alongside the senior SCALE Centre team to shape and deliver strategic engagement activity that supports income generation and long-term collaboration with industry.
- Proactively engaging with industry to understand their strategic needs and identify opportunities to match these with the SCALE Centre's offer, including Supply Chain Exchange membership, direct research consultancy, MSc Capstone projects, PhD research labs, Executive Education, KTPs, and other bespoke collaborations.
- Work in collaboration with other Professional Services colleagues, in particular Research and Innovation Office colleagues to maximise external opportunities.
- Contribute to the development of performance metrics and monitor progress against key performance indicators (KPIs).
- Prepare reports and presentations for internal and external stakeholders, showcasing the Centre's achievements and impact.
- Collaborate with the marketing team to develop promotional materials and campaigns targeting industry partners.

## General duties

- Represent UK SCALE centre, Loughborough Business School and the University internally and externally, as appropriate.
- Develop resources and web content to support the remit of the role and the centre.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed

## Special Conditions

The post holder must be willing to undertake travel in the UK and internationally when conditions allow.

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.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## Organisational Responsibility

The postholder reports directly to the UK SCALE Centre Manager with a dotted line report to the Head of Partnership Development in the Research and Innovation Office

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

Stages of assessment are as follows:

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

### Essential Criteria

| Area                 | Criteria  | Stage   |
|----------------------|---|---------|
| Experience           | Significant experience of interaction with external partners and maintaining a network of contacts            | 1, 3    |
|                      | Experience of business development activity and contract negotiation.   | 1, 3    |
|                      | Experience of producing tender documentation  | 1, 3    |
|                      | An understanding of the operations of the University sector in the UK and/or internationally.                 | 1, 3    |
|                      | Experience of marketing activities and delivering high quality customer service.                              | 1, 3    |
|                      | Experience in establishing and managing partnerships with industry stakeholders                               | 1, 3    |
| Skills and abilities | Effective communication skills: verbal and write, including report/proposal writing and editing skills.       | 1, 2, 3 |
|                      | Ability to manage multiple projects, prioritise workload, work to deadlines, and use initiative.              | 1, 3    |
|                      | Ability to developing creative approaches to problem solving.   | 1, 3    |
|                      | Proven capacity to work flexibly, independently and as part of a team.  | 1, 3    |
|                      | Ability to plan and deliver to agreed targets and deadlines.  | 1, 3    |
|                      | Ability to deal effectively with a wide range of internal and external stakeholders.                          | 1, 3    |
| Training             | A willingness to undertake further training as appropriate, and to adopt new procedures as and when required. | 1, 3    |
| Qualifications       | A good honours degree or equivalent experience  | 1       |
| Other                | Commitment to observing the University's Equal Opportunities Policy at all times                              | 1, 3    |
|                      | Willingness to travel and work flexible hours as required.  | 1, 3    |

## Desirable Criteria

| Area                 | Criteria   | Stage |
|----------------------|--|-------|
| Experience           | Experience of supporting and drafting collaborative funding applications with a proven ability to support and contribute to writing successful, high-quality proposals | 1, 3  |
|                      | Experience of team leadership matrix and / or line management.   | 1, 3  |
|                      | Familiarity with the UK supply chain and logistics landscape.  | 1, 3  |
| Skills and abilities | Knowledge of, and interest in, supply chains and logistics   | 1, 3  |
| Qualifications       | Postgraduate or professional qualification   | 1     |

## Conditions of Service

Salary will be on Management and Specialist Grade 7 £46,735 - £55,755, at a starting salary to be confirmed on offer of appointment.

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 [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available [here](#))

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see [here](#).