

## Business Development Manager

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

**Job Ref: REQ250798**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### School Summary

[Loughborough Business School](#) is an integral part of Loughborough University's learning offering, covering the disciplines of business, management, finance, accounting and economics. Guided by the ethos of '[Progress with Purpose](#)', our forward-thinking approach to research and teaching empowers staff and students to drive change, both within and beyond the University.

We are consistently ranked as a top 10 UK university in national league tables and Loughborough Business School also holds triple accreditation from AMBA, EQUIS and AACSB. Our position within the higher education sector has been developed by our excellence driven approach and a welcoming, vibrant international community of staff and students. Whether you are an innovative academic aiming to make a difference in the world, or an ambitious professional in search of a rewarding career in higher education, you can make progress with purpose at Loughborough Business School.

### Job Description

#### Job Grade

Management and Specialist Grade 7

#### Job Purpose

Reporting to the Head of Partnerships and Knowledge Exchange in the Research and Innovation Office, 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 Business School 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 Business School products, services, and engagement pathways. The post holder will support the delivery of the School's Business Engagement Plan whilst being mindful of the wider University relationships and opportunities.

The role also entails expanding Executive and Professional Education (EPE) connections into other areas of Loughborough Business School's research, teaching and enterprise activities, such as short courses, student projects, student placements, staff research, research impact, etc. This will be achieved through regular engagement with, the Executive and Professional Education (EPE) Team, the Business Development Manager (UK SCALE Centre), Research and Innovation Office Colleagues and the wider Business School.

## **Job Duties**

### **Business Development**

- Developing strong corporate networks to support the School's strategic goals in respect of research, teaching and innovation, with a particular focus on EPE part-time accredited programmes and short courses
- Identifying potential corporate partners, 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 Business School 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 school staff where appropriate.

### **School Specific**

- Proactively engaging with industry to understand their strategic needs and identify opportunities to match these with the School's offer, including SCALE Centre offerings, short courses, direct research consultancy, MSc Capstone projects, PhD research labs, Executive Education, KTPs, and other bespoke collaborations.
- Work alongside academic short programme leads to identify new ways of working to support the expansion of short programme opportunities
- 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 School's achievements and impact.
- Collaborate with the marketing team to develop promotional materials and campaigns targeting industry partners.

### **General duties**

- Represent 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.
- Proactively engage with School Strategic Projects as and when required
- 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 Head of Partnerships and Knowledge Exchange in the Research and Innovation Office with a dotted line report to the Head of Operations for Loughborough Business School

## 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 negotiate effectively with a range of stakeholders, balancing competing interests to achieve mutually beneficial outcomes.	1, 2, 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
	Experience of working with international partners or in global markets	1, 3
	Experience of using digital tools and/or CRM systems to manage business development pipelines and analyse data	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](#).