


Business Development and Relationship Manager	
Role Description	

Grade & Salary:	Salary Grade 6
Campus Location:	All sites – Craiglockhart, Merchiston and Sighthill
Line Manager:	Head of Business Engagement and IP Commercialisation
Line Management Responsibility for:	None
Role Summary:	<p>Reporting to the Head Business Engagement and IP Commercialisation, the role holder will contribute to growing the University's business engagement and external income in line with the University Strategy.</p> <p>You will be responsible for the generation of new business relationships and the ongoing fostering and cultivation of existing business relationships between key external business clients and stakeholders and the University. Your principal aim will be to maximise income generation from engagement with business and establish long-term partnerships.</p>

Main Duties and Responsibilities	
	To contribute to the delivery of School Strategy in respect of Industry / Business engagement.
	To contribute to the analysis of external intelligence on strategic opportunities for engagement with industry, business and public sector organisations related to University research and expertise.
	Pro-actively help to build commercial networks both internally and externally, nationally and internationally.
	Foster relationship with key stakeholders such as Interface and the Innovation Centres to maximise our traction with industry/university engagement and solicitation of external funds.
	In collaboration with a School, actively contribute to the development of key strategic business partnerships with the aim of achieving the School's commercial growth targets.
	Lead on discussions with the School in developing and implementing a commercial income growth plan, through identifying new markets, customers and



	commercial offerings, identifying potential cross collaboration opportunities and looking for opportunities to increase sales with existing customers.
	To work with colleagues across the School towards gathering an informed view of the external market demand for the skills, knowledge and facilities of the School.
	To manage and advise on the protection of the University's intellectual property as per University policy.
	Responsible for the provision of internal training and staff development in relation to School business engagement in collaboration with the Leader of Researcher Development.
	To contribute to the development of relevant University policy around business engagement.
	To be responsible for ensuring that the School meets its KPI's on Commercial Income (including CPD and Consultancy).
	Make a significant contribution to the university by establishing and maintaining effective working relationships with internal and external stakeholders through networking.
	Any other duties deemed reasonable to the post as required by the Head of Business Engagement and IP Commercialisation, and the VP of Research and Innovation



Person Specification

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	Good Honours Degree with relevant work experience.	Higher Degree Fellowship of professional body or equivalent.
Experience	<p>Demonstrable extensive industrial/commercial business development experience, including knowledge of industry training requirements.</p> <p>Experience of generating new external business relationships resulting in income generation.</p> <p>Good working knowledge of European, UK Government and Scottish Government sources of grant support for University - industry interaction.</p> <p>Awareness of key issues pertaining to academic – industry relationships.</p> <p>Experience of writing tenders/proposals/contracts.</p> <p>Good knowledge and understanding of IP management in the HEI sector.</p>	<p>Involvement with relevant external networks and activities.</p> <p>Experience of planning and delivering business engagement related training events.</p> <p>Knowledge of Scottish Government and SFC Policies and priorities in relation to University business engagement.</p>
Skills/Personal Requirements	<p>Evidence of project management skills.</p> <p>Excellent networking and negotiating skills.</p>	A highly motivated individual with completer-finisher attributes.



	<p>Commitment to high service standards and customer focus.</p> <p>A highly effective written and oral communicator capable of presenting complex documentation to senior management in a clear and understandable manner.</p> <p>Excellent organisation, planning and time management skills for effective working and prioritisation of workloads when managing a large portfolio of complicated projects or managing complex business and legal processes.</p> <p>Strong inter-personal skills and an ability to build relationships and influence people at all levels throughout and outside of the organisation.</p> <p>Ability to work well under pressure and to respond effectively when faced with changing priorities.</p> <p>Ability to represent the University at external events and in developing partnerships with external stakeholders.</p> <p>Ability to work within pre-determined guidelines and frameworks.</p> <p>Ability to manage change and respond positively to new challenges.</p>	<p>Awareness and understanding of the activities, objectives and strategic direction of the University.</p>
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INVESTOR IN PEOPLE