

SECTION A: THE ROLE	
Job Title:	Business Development Manager
Department/Service:	Research & Knowledge Exchange (RKE)
Job Grade:	Grade 07
Job Family:	Professional Services
Job Location:	Lancaster or Carlisle
Responsible To:	Head of Research and Knowledge Exchange
Responsible For:	
Role Purpose:	
The Research and Knowledge Exchange Directorate at the University of Cumbria is currently seeking an experienced Business Development Manager. This is a particularly exciting time to join our Directorate as we are investing in several strategic programmes, bringing in additional capacity, expertise, and development opportunities. The Business Development Manager will: • Help to attract funds for Knowledge Exchange (KE) and Research projects including Knowledge Transfer Partnerships (KTP), consultancy, contract research, collaborative research, IP commercialisation etc. • Support an increase in the volume and quality of KE funding proposals submitted and maintain a library of resources relevant to this activity. • Work closely with academics to develop concepts, respond to funding opportunities (PQQs, Tenders, Grant applications etc) and advise academics on all aspects of partnership development and funding requirements. • Identify and disseminate Research and Knowledge Exchange funding opportunities, both from traditional and previously unexplored sources of funding. • Project manage the submission process of the bids and tenders including responsibility for budget development and processing awards including review and negotiation of KE contracts • Support institution-wide activities relating to KE (eg the KEF submission, HEIF Annual Monitoring Statements (AMS), Concordat actions etc). • Provide regulatory and compliance advice and guidance for a variety of externally funded projects. • Deliver training and information events across the University to increase Knowledge Exchange activity. • Maintain a register of KE contracts and support RKE project delivery. • Represent the RKE Directorate internally and externally at relevant meetings and events.	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	Knowledge Exchange bid support Working with the RKE Team and other colleagues, identify and appraise potential KE and research funding opportunities including consultancy, contract research, KTPs etc and promote these to academics on a regular basis. For selected opportunities, manage and support the bid preparation and tendering process, including costing and pricing, identifying tasks and team members, managing timelines and completing sections of the applications and tender documentation where appropriate. Act as an internal liaison point and expert for external KE funding for senior academics, and provide guidance about bidding practices to other staff as required Deliver training and information events across the University to increase Knowledge Exchange and enable partnership development
2.	RKE Resources Maintain the library of resources to facilitate preparation and collation of RKE proposals, including academic and department profiles; organisational data; policies, certificates and compliance documents; feedback from successful and unsuccessful bids. Manage registrations with tendering portals, and maintain an overview of subscribed services providing information about funding opportunities, and monitor the value for money provided. Maintain a register of KE contracts in place.
3.	RKE Project Delivery For successful projects, to advise on and support new project launch, processes and procedures ensuring these meet regulation and compliance requirements, and provide support to the new team members. Project manage the submission process of the bids and tenders including responsibility for budget development and processing awards including review and negotiation of contracts. Advise and support with preparation for project closure and audit, review project briefs and check objectives and outputs are appropriately recorded, make recommendations for amendments.
4.	KE Institutional Returns To support the submission of various institutional returns eg KEF, HEIF AMS, KE Concordat etc. To provide the initial drafts of the KEF return, source and collate relevant information and evidence, manage the timeline and submission.
5.	Administration Manage and develop one or more RKE Administrative Assistant(s), if required, with oversight of the quality of their work; liaise closely with colleagues to manage the provision of adequate administrative support to the Directorate and its projects.
6.	Governance & Compliance Provide operational management of RKE compliance with a range of UoC policies and act as a key point of contact for enquiries and information requests, including Freedom of Information

	requests, information governance matters and compliance with Prevent requirements for the RKE Directorate.
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Additional Information:

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Person Specification Role Title: Business Development Manager	Essential/ Desirable	To be identified by:
Qualifications Educated to QCF Level 6 (degree level or equivalent) or equivalent experience.	Essential	Application Form
Relevant professional qualification or membership of professional body such as the PraxisAuril, AUA, or ARMA	Desirable	Application Form
Experience Previous experience in a Business Development role dealing with income generation including a demonstrable track record of working with external organisations and partners.	Essential	Supporting Statement /Interview
Experience in identifying, developing, pricing and securing tenders and consultancy projects	Essential	Supporting Statement /Interview
Experience of working in higher education and/or awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job.	Desirable	Supporting Statement /Interview
Knowledge, skills and abilities Detailed knowledge of Knowledge Exchange/research funding landscape to act as a main point of contact/point of referral for external funding bids	Essential	Supporting Statement /Interview
Ability to lead, manage and develop a service by motivating, developing and encouraging high performance in others.	Essential	Supporting Statement /Interview
Organisation and time management skills to plan and organise activities and events of some complexity including relevant budgeting and planning processes.	Essential	Supporting Statement /Interview
Ability to develop internal and external networks and partnerships.	Essential	Supporting Statement /Interview
Ability to research, collate and interpret complex information for inclusion in reports/bids and other documents.	Essential	Supporting Statement /Interview
Ability to analyse and solve problems with an appreciation of possible longer-term implications.	Essential	Supporting Statement /Interview
Excellent spoken and written communication skills including the ability to develop effective working relationships, both internally and externally.	Essential	Supporting Statement /Interview
Knowledge of relevant IT packages, especially Microsoft Office, and other information systems and ability to adapt/transfer skills to use new technology.	Essential	Supporting Statement /Interview
Professional approach to work and work colleagues and an ability to work independently with limited supervision and show initiative.	Essential	Supporting Statement /Interview