

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Business Development Officer (IUK)				
DEPARTMENT	Research and Enterprise				
LOCATION	Brayford				
JOB NUMBER	EL1125	GRADE	7	DATE	August 2017
REPORTS TO	Industrial Partnerships Manager				

CONTEXT

We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. Research & Enterprise is an innovative department within the university which works with staff, employers, students and graduates to increase graduate employability and external income generation to underpin our growing research portfolio.

This position is an integral part of the Research & Industrial Partnerships team within Research and Enterprise, and will lead on gathering intelligence in areas of Knowledge exchange and innovation, working alongside the Research Development Officers, focused on managing and expanding the University's existing knowledge exchange (KE) portfolio of products and services, particularly those funded through KTP and Innovate UK, through greater engagement and partnership with industry. The role will contribute to the University's wider research and innovation goals, particularly the development and delivery of the University's research strategy. This will be achieved through pro-active targeting of potential funding sources, the preparation and submission of external funding applications, stakeholder engagement, researcher development, and supporting project completion including reporting and audit.

Considerable interaction with external business, academic colleagues and support staff in all Colleges, Centres and Institutes is required in order to develop effective networks and a flexible support service that responds to the fluctuating nature of funding calls. The post holder will also support the Industrial Partnerships Manager in establishing and developing external networks on behalf of the university to raise its profile and build collaborations; this may involve regional, national and international travel.

JOB PURPOSE

The post holder will support the Industrial Partnerships Manager in the implementation and delivery of strategies to increase the quantity and range of University knowledge exchange products and services. This will include a particular focus on Collaborative Research & Development (CR&D) and Knowledge Transfer Partnerships (KTPs), building the current portfolio (and other knowledge exchange products & services) in line with agreed targets.

The post holder will work with the Industrial Partnerships Manager and Business Development Officers in raising the profile of the innovation agenda with internal and external audiences and promote university expertise and ambition to a variety of external audiences to secure external income and ensure progress against university key performance indicators (KPIs).

KEY RESPONSIBILITIES

Research Development

- To support the Industrial Partnerships Manager in developing and maintaining, with department and College staff, a Knowledge Exchange and partnerships strategy to target SMEs, corporates, public and third sector organisations (as appropriate). This will include the development of a portfolio of profitable KE products & services based on research of customer needs.
- Take the lead, working closely with the wider Research and Income Generation Support team and College based Business Development Managers, in promotion and development of KE funding proposals in response to formal calls for funding including gaining early intelligence on new funding calls to be issued
- Support meetings and other internal and external events and influence staff and stakeholders to engage in bidding activity.

Income Generation

- To establish relationships with University academics, within University departments and Colleges and with employers and the business community leading to an increase in secured income for KTP, Collaborative R&D and other KE projects, tracking the development of relationships and projects through appropriate systems and databases.
- Working with the College Research Officers to coordinate the timely, targeted identification and dissemination of appropriate funding information to academic staff and delivery of grant writing clinics and researcher development workshops to raise the profile of KTP/IUK income generation opportunities in line with university strategy.
- Provision of expert advice in the development and co-ordination of KTP and IUK funding proposals, supporting academics and external clients in this process, including costing, bid development, identification of potential collaborators and supporting submission of high quality proposals.
- Support the Industrial Partnerships Manager and College Directors of Research on implementation of appropriate protocols and systems for peer review of grant applications.

Relationship Management

- Support the Industrial Partnerships Manager in increasing our innovation profile, in

particular through regular attendance at meetings with funders and stakeholders and supporting academic staff in networking and brokering new profitable relationships.

- To act as the key contact and account manager for identified clients, maintain good client liaison and commercial practises, ensuring profitable, repeat business.
- To establish key working relationships with external stakeholders including funders, IUK Innovation Manager , KTP Advisors and intermediary organisations e.g KTN.

Compliance, Training & Development

- Ensure the compliance of all KTP and other KE projects within scheme guidelines and any subsequent modifications including the production of management and financial information, co-ordination of committees, project closure and final reporting.
- To maintain an excellent working knowledge of national and regional KE funding schemes and support the wider Research and Income Generation Support team in raising their awareness and understanding of KE scheme requirements.
- Support the Industrial Partnerships Manager and Researcher training co-ordinator on the development and the delivery of appropriate training events, written materials and otherwise on KTP/IUK funding opportunities for research & innovation, project development and post-award management, undertaking relevant CPD to maintain/develop on-going expertise in UK KE funding.

IP & post award management

- To be responsible for KTP Associate recruitment, including chairing interview panels and assessment exercises in compliance with University selection and recruitment procedures and appropriate probation.
- Provide post award project support to KTP projects through attendance at LMCs and key liaison with College Support teams, in particular Research Manager in College of Science, on IUK quarterly project review meetings.
- To ensure the management of Intellectual Property Rights and the protection of commercial confidentiality within the project portfolio.
- Where the university is a partner in a consortium, support the negotiation of terms of collaboration, taking advice from and raising any areas of concern with IP & Contracts Officer and on substantive issues with Head of Research/Director of Research and Enterprise.

Data management & reporting

- To support the Industrial Partnerships Manager to provide management information and reports such as current KE portfolio, proposals submitted, success rates and pipeline to line management, clients, University staff, funding bodies and other partners as appropriate to share best practice, improve success rates and influence future bidding strategy.

- To deliver and report on agreed key performance indicators to the Industrial Partnerships Manager, within agreed deadlines and ensure that an appropriately robust audit trail of information is maintained to support these reports.
- Develop and disseminate information on best practice relating to the management and administration of KE funding through liaison with internal contacts and external bodies (e.g. IUK), and influence colleagues at all levels to adopt best practice.
- The post holder will support the delivery of our regional ESIF Innovation programme and ensure effective data capture collation of evidence such as timesheets.

Profile raising

- To represent Research & Enterprise at internal and external events and on relevant local, regional and national interest groups, partnerships and committees as appropriate.
- To increase awareness of knowledge exchange projects across the University through liaison with and the coaching of academic staff, identifying individual college needs and delivering workshops/seminars to address these.
- Delivery of a regular series of business engagement events in collaboration with college based BDMs and Business development Officers to raise awareness of mechanisms to engage with the university, access expertise and funding support available.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

This role will require pro-activity and a commercial acumen with a customer focus. The role will support the Industrial Partnerships Manager and wider Research and Enterprise department in the delivery of key strategic outcomes.

As a key point of contact for staff seeking advice on external funding, the post holder will be expected to be a self-starter, with excellent knowledge and expertise in developing collaborative funding proposals and be an effective communicator. He/she will support the development and expansion of research opportunities in line with the University research strategy, as well as promoting and marketing the university, both internally and externally.

As a well organised team player the post holder will have a good understanding of SMEs, business support, marketing and event organisation which will, on occasion, involve flexibility. The role will play an integral part in the development and delivery of research & innovation support within the Research and Income Generation Support team, including mentoring of other colleagues, to ensure delivery of the university's income generation targets.



Key working relationships/networks	
Internal	External
<ul style="list-style-type: none">• Director, Research & Enterprise• Head of Research & Industrial Partnerships• Industrial Partnerships Manager (Line Manager)• Research & Industrial Partnerships team• College Business Development Managers• Careers & Employability team• Business Incubation team• Senior academic staff, including Directors of Research Heads of School and Heads of Colleges• Targeted college staff• Human Resources	<ul style="list-style-type: none">• Regional KTP Advisor(s)• Regional & national University KTP offices & officers• Potential KTP associates• Partner organisations• Targeted employers• IUK Innovation Managers• Intermediaries (e.g.KTNs, MAS, Medilink)• Local, regional and national business clients, including SMEs• External agencies (e.g. EMIN, Innovation Lincolnshire)• Relevant associations and professional bodies (e.g. Praxis Unico, ARMA)

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PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Graduate or equivalent	E	A
Diploma or equivalent experience in technology transfer	D	A
Experience:		
Experience of working in a technology transfer environment	E	A, I
Experience of negotiating contracts with industry partners	D	A, I
Experience of working with business and professional support organisations/agencies	E	A, I
Experience of bid writing and developing and authoring business plans	E	A
Marketing of services involving the delivery of University expertise to industry.	E	A, I
Experience of managing staff and student projects within industry	E	A, I
Experience of managing multi-partner projects	E	A, I
Experience of planning, marketing and delivering events	D	A, I
Skills and Knowledge:		
Strong commercial acumen	E	A, I
Excellent communication skills, written and verbal	E	I, P
Proven success in income generation	D	A, I
Strategic marketing planning skills	E	A, I
Negotiation skills and an ability to influence	E	I, P
A working knowledge of appropriate technology transfer policy in relation to Higher Education	D	I, P
Ability to develop effective working relationships with a wide variety of internal/external partners	E	A, I, P
Ability to prepare and present commercial proposals and reports	E	I
An in-depth knowledge of Knowledge Transfer Partnerships	E	I, P
Competencies and Personal Attributes:		
Innovative	E	I, P
Results driven	E	I, P
Highly organised and able to prioritise workload	E	I
Projects a professional image at all times	E	A, I, P



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Adaptable and flexible within a team environment	E	I
Business Requirements		
Will be required to work the occasional evenings and weekends	D	I
Able to travel between sites	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	SM	HRBA	HA
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