Job Description – Business Development Manager, Research and Enterprise, Reference - 16337

Reports to: Senior Research and Enterprise Manager
Location: Milton Keynes
Salary: (Grade 8) £40,792 to £48,677
Full time
Fixed Term Contract until 31/07/2021

About the role

We are looking for a highly motivated, self-driven individual to support the growth of research and enterprise income of the Faculty of Business and Law (FBL). Working closely with research academics, you will identify and build up a number of active contacts with industrial and public sector partners/funders and be creative about the introduction of new business to the faculty.

You will support the Associate Dean, Research, Enterprise and Scholarship, Senior Research and Enterprise Manager and the wider Faculty Executive Team, in the formulation and implementation of the Faculty’s strategy in this area.

You will have experience of generating income and knowledge transfer, underpinned by excellent project management skills, including the ability to influence and work collaboratively across boundaries and develop external networks.

You will be part of the faculty’s friendly, energetic and supportive, Research, Enterprise and Scholarship office, currently comprising of a senior manager, 5 managers, a coordinator and a secretary.

What we can offer

- Exposure to senior decision making and opportunity to shape the development and implementation of the faculty’s Research and Enterprise Strategy
- Opportunity to work closely with a wide range of academics and professional services staff across the faculty, university and beyond
- Be an essential part of a team that helps academics deliver ground breaking research, impact of which can be seen across different sectors and disciplines
- Involvement in a community that takes pride in the development and implementation of the Open University’s Social Mission
- Training and development relevant to the role

Key responsibilities

- Develop and maintain familiarity with the faculty’s research, enterprise and knowledge exchange activity and establish strong working relationship with academic community; organise networking and training opportunities, maintain a register of expertise and priorities;
- Disseminate targeted funding opportunities, develop and maintain a bidding pipeline;
- Monitor external opportunities and threats ensuring effective responses to the rapidly changing policy, funding, market and issues emerging in practice with the aim of developing our research, enhancing reputation and improving financial sustainability.
• Help write high calibre proposals, support Unit Planning, lead projects and devise creative and effective presentations that involve other colleagues/academics/relevant faculty members where necessary; assist with pre and post grant award activities in line with the University’s internal processes;
• Support, monitor and drive continuous improvement in the systems, structures, processes and management information relevant to the post holder’s areas of responsibility; relevant to the role
• Attend meetings at company/partners sites and to occasionally work outside normal office hours if necessary/required (travel and subsistence will be paid)

Skills and experience

• Educated to degree level;
• Proven ICT skills, including evidence of strong PowerPoint and Excel skills and a willingness to learn about IT systems specific to research and enterprise systems and software.
• Experience of business development and income generation;
• Project management experience, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands;
• Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict;
• Proven ability to work with a wide range of internal and external stakeholders, demonstrating tact and diplomacy;
• Excellent financial management skills including budgeting, costing and pricing of proposals;
• Excellent oral and written communication skills, including the ability to interpret policy and disseminate information effectively to a wide range of audiences;
• Effective team-working, influential leadership and interpersonal skills, including the ability to work pro-actively, efficiently and independently, to work flexibly across boundaries and to demonstrate commitment to strategic priorities, Diversity principles and practice