Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference:</th>
<th>15470</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Research and Enterprise Business Development Manager</td>
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<tr>
<td>Reports to:</td>
<td>Senior Research and Enterprise Manager</td>
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<tr>
<td>Salary:</td>
<td>£40,792 to £48,677</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade:</td>
<td>G8</td>
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<tr>
<td>Duration of post:</td>
<td>Temporary contract for 12 months with a possibility of extension</td>
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<tr>
<td>Working hours:</td>
<td>Full time</td>
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<tr>
<td>Location:</td>
<td>The successful candidate will be based at the Open University campus in Milton Keynes, UK</td>
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<tr>
<td>Closing date:</td>
<td>Midday 25 January 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Electronic long application form and covering letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:fbl-recruitment@open.ac.uk">fbl-recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

For this senior management role, we are looking for a highly motivated, self-driven individual to support the growth of research and enterprise income of the Open University’s Business and Law Schools (OUBS and OULS).

Working closely with OUBS and OULS research experts (at individual, centre and department levels), you will identify and build up a number of existing contacts with industrial, legal, voluntary and public sector partners/funders. You will develop new and existing long-term relationships and be creative about the introduction of new business to the Schools.

You will identify, disseminate and developed tailored and compelling opportunities for funding partnerships, manage activities associated with preparing and delivering research and enterprise proposals. This will include co-production of high calibre research and enterprise proposals, deliver convincing presentations and administer appropriate management systems.

Based in the Faculty of Business and Law, you will also work with academic and professional colleagues based in other faculties and in the University’s business development, enterprise, finance and related teams. 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 Research and Enterprise office and support the Associate Dean, Research & 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.

The fixed term post – with opportunities for extension beyond 12 months – offers an excellent opportunity for someone developing a career in university knowledge transfer.

Main duties

- Develop and maintain familiarity with the Faculty’s research, enterprise and knowledge exchange activity and establish strong working relationship with academic community; maintain a register of expertise and priorities;
- Develop and maintain a good knowledge and understanding of the higher education research and enterprise funding environment (UK and international); disseminate targeted funding opportunities and develop a bidding pipeline;
- Identify, establish and manage relevant external contacts and networks with businesses, the public sector and funders in priority subject areas with a view to developing long-term relationships and securing additional funding;
- Help write high calibre proposals and devise creative and effective presentations that involve other colleagues/academics/relevant faculty members where necessary;
- Organise networking and training opportunities and events;
- Assist with pre- and post-award activities, including coordinating grant applications, providing advice on funder requirements, liaising with partners and funders, assisting with costing and pricing, providing input to the writing of the application and its quality, ensuring projects are submitted on time, in line with all requirements of the funder and approved through the University’s internal processes, contracts are in place and that awards are effectively managed;
- Provide support for the research and enterprise element of the Unit Planning process, working with the
Senior Research and Enterprise Manager;

- Represent the Faculty in pan-Uni-University research and enterprise forums, spotting and identifying opportunities for collaboration and partnership with other faculties.

Other Duties

- Support, monitor and drive continuous improvement in the systems, structures, processes and management information relevant to the post holder’s areas of responsibility;
- Provide support for the maintenance of research pages on the Faculty’s website(s), and communicate successes to internal and external audiences;
- Liaise with other areas of the University, e.g. Finance; Research and Academic Strategy; Commercial & Legal Services; research administration/management colleagues in other CAUs;
- Provide advice and guidance in all relevant research and enterprise matters/procedures to the Faculty;
- Participate in appropriate self-development activities;
- Other duties and projects as may be allocated by the Senior Research and Enterprise Manager and/or Associate Dean for Research and Scholarship.

3. Person specification

Education, qualifications and training

Essential:
- Educated to degree level;
- ECDL or equivalent ICT skills, strong PowerPoint and Excel skills and a willingness to learn about IT systems specific to research and enterprise systems and software.

Desirable:
- A relevant postgraduate qualification;

Knowledge, work and other relevant experience

Essential:
- Experience of business development and income generation;
- Relevant project management experience, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands;
- Experience of budgeting and budgetary management;
- Experience of both internal and external stakeholder relationship management;
- Knowledge of an academic research and/or commercial R&D environment;
- Experience of developing successful bids or proposals;
- Experience in delivering presentations and writing reports and/or content for
promotional literature.

Desirable:
- Experience of the University Sector;
- Understanding of the patent process and intellectual property transactions.

Personal abilities and qualities

Essential:
- Ability to manage stakeholders over whom you have no formal authority;
- Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict;
- Ability to work with a wide range of stakeholders, demonstrating tact and diplomacy;
- Excellent financial management skills including costing and pricing of proposals;
- Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure;
- Ability to contribute to and manage staff within research and enterprise frameworks including developing funding, research bids and reports;
- 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 and interpersonal skills, including the ability to work pro-actively and independently, to work flexibly across boundaries and to demonstrate commitment to Diversity principles and practice;
- The ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment;
- Commitment to the strategic priorities of the OU.

Additional requirements/Special circumstances

Essential:
- Ability to attend meetings at company/partners sites and to work outside normal office hours if necessary/required.

4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department
Faculty of Business and Law
The Faculty of Business and Law is one of the four faculties of The Open University. It brings together two Schools – The Open University Business School and The Open University Law School – and has a strong reputation as a high-quality and innovative provider of management and legal education. Our courses and qualifications are studied by a wide range of people from all backgrounds – we are proud to promote opportunity and social justice by making higher education open to those unable to attend a more traditional campus-based university.

Student satisfaction is a high priority and we are determined to deliver the best outcomes for everyone studying with us. Our students return some of the highest satisfaction scores in the National Student Survey – they have ever since the NSS began.

Around 35,000 students are currently enrolled on our business, management and law programmes; about quarter of them are based outside the UK in 80 countries. The majority of our students are employed and study part-time with us.

The Faculty employs around 130 academic staff, two thirds of whom are based at The Open University’s Milton Keynes campus and one third in the OU’s regional offices, aligned to the Faculty’s three Student Support Teams. The regional academics manage the Faculty’s 700 Associate Lecturers. Around 80 academic-related and administrative members of staff support the Faculty.

We are committed to developing our staff to achieve their full potential and offer a range of formal and informal training and development opportunities to support individual and Faculty objectives.

The Open University Business School

Founded in 1983, The Open University Business School holds a unique position as the leader in flexible, accessible and high quality business and management education. We are recognised for the quality of our programmes, the excellence of our teaching and the impact of our research. The School is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA. We are also a member of the Global Business School Network – an organisation working with top international business schools to build management education capacity in the developing world.

The School has four cross-disciplinary academic departments: Strategy and Marketing; Accounting and Finance; People and Organisations; Public Leadership and Social Enterprise. Each department includes academics, visiting experts, research staff and postgraduate students. The result is a dynamic, collaborative approach to research and programme development that is engaged with the needs of commercial, public and third sectors in the UK and internationally.

Research within the Business School combines intellectual rigour and innovation with practical relevance. Its academics have substantial experience working jointly with organisations in all sectors of the economy and directing their findings to influence management thinking and practice. There is an active PhD programme with around 55 PhD students. Since first entering the Research Assessment Exercise (RAE) in 1996, The Open University Business School has increased its research capability significantly, with external awards from Economic and Social Research Council, Engineering and Physical Sciences Research Council, National Institute for Health Research, European Union, the private sector and internal sources. The 2014 Research Excellence Framework (REF) results show the high quality of the research outputs and impact of the School’s research. The School ranked 34th overall placing it in the top third of UK Business Schools. For impact, the School was placed 16th overall, indicating not only the excellence of the research but also its influence and relevance to user communities in all areas from practice to policy.
The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes. We also make a considerable amount of learning material available for free through The Open University’s own open educational resources platform OpenLearn and popular social media such as iTunesU and YouTube, and as part of FutureLearn — an (Open University owned) international university collaboration to bring online learning to a global audience.

Further information about The Open University Business School can be found at: http://www.open.ac.uk/business-school/

The Open University Law School

The Open University Law School was established 17 years ago and since then more than 60,000 students have studied law with us. With around 6,000 students in the UK, the Law School continues to lead the sector in part-time distance learning. Our Bachelor of Laws with Honours (LLB) is the most popular taught undergraduate law programme in the UK. The average age of our law students is 35. The School also offers a Postgraduate Certificate in Human Rights and Development Management and a Masters in Law (LLM).

Further information about The Open University Law School can be found at: http://www.open.ac.uk/law/main/

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Professor Siv Vangen, Associate Dean for Research and Scholarship, by email Siv.Vangen@open.ac.uk.

If you have any questions regarding the application process please contact by email fbl-recruitment@open.ac.uk

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>How to Apply:</th>
<th>Complete the long application form</th>
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<tbody>
<tr>
<td></td>
<td>The application form has been designed to give the information needed at this initial stage.</td>
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</table>

**Covering letter**

Write a covering letter indicating why you are interested in this post and how you believe your knowledge experience and skills meet the Person Specification.

Please use the essential and desirable items listed in the person specification as subtitles within your letter. In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification.

Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification.
e-mail your application to: fbl-recruitment@open.ac.uk

Please ensure that your application reaches the University by: Midday on 25 January 2019

Applications received after the closing date will not be accepted.

8. Selection process and date of interview

The interviews will take place on: Interviews are planned for week commencing 11 February 2019, at Milton Keynes but this date may be changed if operationally required. Please also note that occasionally there may be a need for second interview.

The selection process for this post will include Presentation, panel interview and an in tray exercise.

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.