Head of Business Development
Research and Enterprise Directorate

Closing date: 6 April 2018

Interview date: 30 April 2018 or 4 May 2018 (please confirm if you would not be available on either of these dates)

Vacancy reference: 6505
INTRODUCTION

Due to internal reorganisation and growth, the University of York is recruiting a new role as Head of Business Development in the Research and Enterprise Directorate. A member of the Directorate Management Team, the role holder will report to the Associate Director and Head of Enterprise Services and will liaise closely with the Heads of other teams in the Directorate, in particular the Economic Development, Research Development and Continuing Professional Development teams. The role will be based in either the Innovation Centre on the York Science Park or the Ron Cooke Hub on the University’s East Campus, and will involve substantial time spent within the University’s academic departments and with external organisations. National and occasionally international travel to visit partners and clients will be required.

The principal function of the Business Development Team is to support the delivery of knowledge exchange services and innovation to businesses and other users of university research. It acts as the University’s Technology Transfer Office, identifying and commercialising University intellectual property through licensing and the formation of spin-out companies, and promoting and supporting entrepreneurialism in the academic body. Members of the team promote consultancy, contract research and use of specialised facilities to external users and provide support to academic departments in developing service offerings. The team supports academic staff in securing funding for knowledge exchange projects, in particular managing the University’s programme of Knowledge Transfer Partnerships and other collaborative programmes with industry. The team also manages a range of Impact Accelerator Accounts and similar funding initiatives, providing internal pump-priming funding to projects maximising the impact of academic research.

The University is in the process of refreshing its knowledge exchange strategy under the direction of the Pro Vice-Chancellor for Partnerships and Knowledge Exchange, and the Head of Business Development will have a key role in driving forwards effective partnerships with business and other users of York’s intellectual property and knowledge exchange services. The role holder will lead the team to ensuring that its objectives are met while maintaining a personal portfolio of business development projects.
Main purpose of the role

The role holder provides overall leadership of the Business Development Team (BDT) and a strategic lead in the institution for the support and development of business development and knowledge transfer activities. The BDT is responsible for:

- promoting the provision of research-based services by the University to external users;
- fully realising the potential of intellectual property (IP);
- increasing the volume and broadening the base of knowledge exchange funding, particularly responding to the Government’s Industrial Strategy;
- identifying and developing new opportunities for commercial exploitation of the university's research, technology and licensing activities;
- supporting the implementation of the Knowledge Exchange Strategy;
- developing and managing long term partnerships with external organisations;
- promoting an entrepreneurial culture in academic departments.

In leading these activities, the role holder will liaise closely with both the Pro Vice-Chancellor for Partnerships and Knowledge Exchange and the Pro Vice-Chancellor for Research.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Strategic Development

- Support the PVC for Partnerships and Knowledge Exchange and the Head of Enterprise Services in delivering the University Knowledge Exchange Strategy
- As part of Enterprise Services work closely with the Heads of the Continuing Professional Development (CPD) and Economic Development Teams (EDT) to build and develop the newly formed Enterprise Services Group
- Coordinate with all teams in the Directorate to ensure that comprehensive service is provided over the very broad remit of research and knowledge exchange support provided by the Directorate
- Support the University's response to the Industrial Strategy, including identifying new income streams and developing effective partnerships to capitalise on the university's research strengths
- Pro-actively develop new strategic relationships between the University, commerce, the public sector, NGOs, charities, cultural organisations to drive research and generate income streams
- Lead multidisciplinary project teams where required, providing vision and strategic direction
- Develop and manage effective processes for horizon scanning local, national and international developments and communicate key developments to inform strategic development of new knowledge exchange activities

Operational Delivery

- Using extensive experience of business development and knowledge exchange activities, project-manage opportunities for commercial exploitation of research through licensing of IP or formation of spin out companies, including liaison and negotiation between researchers and external partners (such as potential collaborators, customers or investors), winning external funding to develop opportunities and protecting intellectual property in collaboration with the IP and Legal Manager
- Identify, promote and support opportunities to generate income from external users of University research through contract research, consultancy, facilities use and training
- Maintain knowledge of funding calls advertised or in development by major knowledge exchange funders
such as UKRI, and work with academic researchers and external partners to develop knowledge exchange projects and secure funding.

- Act as key account manager for significant corporate alliances with major companies (and potentially other organisations) to deepen engagement and ensure that value is delivered to both parties.

- Work with academic departments, faculties and impact managers to maximise the impact of research and its translation into practice, including identifying and brokering new relationships with users of research.

- Identify new platforms in departments for commercial engagement and build capability in research groups and centres to undertake commercial work.

- Develop a culture of key account management to ensure external partners are supported through the KE journey, and to ensure a consistent experience and interface with the University.

- Support the development of a toolkit for staff that provides clear comprehensive information about how to recognise and develop KE activities and the support available to staff and students.

- Lead the development of high quality Knowledge Exchange proposals to funders or partners including preparing the business case, preparing budgets specifying governance modules and securing the necessary external partnerships.

- Ensure compliance with the University’s internal policies and procedures, as well as external regulatory compliance and support the development of new policies and procedures as required.

- Develop and implement ways of working that make it easy for businesses to work with the University across its many offerings.

- Support the professional development of staff in the Business Development Team.

- Participate with the Performance and Development Review process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of individual team members.

- Act as a first point of contact when issues arise related to the work of the team and work to resolve them.

- Manage the effective use of and report on the Business Development devolved budget.

- As a team head in Enterprise Services work closely with the Heads of CPD and EDT to ensure the Enterprise Services Group works as an effective team sharing best practice and supporting each others activities.

- Work closely with the Head of the Research Development Team to build on and develop further effective working practices and information sharing processes.

- Play an active role in the Enterprise Services Heads group to contribute to the management and development of a strong and supportive Enterprise Services team.

- Work closely with staff from Careers, the Office of Philanthropic Partnerships and Alumni (OPPA) and External Relations to ensure a clear coherent and joined up approach to Knowledge Exchange across the institution.

- Act as a member of the Research and Enterprise Directorate Management Team (DMT) and contribute to the overall management of the Directorate.

**Management Responsibilities**

- Lead, coach and empower the Business Development Team to be proactive in developing new business and long term structural partnerships with businesses co-aligned to the academic strengths of the University.

- Monitor work quality and team performance. Manage the distribution and maintenance of workloads and drive continual improvement of professional standards.
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>University degree or equivalent</td>
<td>Essential</td>
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<td>Postgraduate research degree or equivalent experience in a research setting</td>
<td>Desirable</td>
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<td>Postgraduate degree in business or management</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Understanding of technology commercialisation processes and the development of ideas into products and services</td>
<td>Essential</td>
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<td>Knowledge of how intellectual property is protected and managed</td>
<td>Essential</td>
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<td>Appreciation of the drivers of success in academic research</td>
<td>Essential</td>
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<td>An understanding of change management and process improvement principles</td>
<td>Essential</td>
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<td>Appreciation of the policy environment around knowledge exchange and its likely effect on the HE sector</td>
<td>Essential</td>
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<td>Knowledge of the Industrial Strategy and the opportunities it may provide for HE</td>
<td>Essential</td>
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<td>Knowledge of the principal sources of funds supporting knowledge exchange in universities</td>
<td>Desirable</td>
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<td>Knowledge and appreciation of the principles of account management</td>
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<td>Knowledge of regional and national agencies and support networks involved in economic growth and their policy drivers</td>
<td>Desirable</td>
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<tr>
<th>Skills, abilities and competencies</th>
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<td>Ability to liaise at all levels within and outside the University and build good working relationships</td>
<td>Essential</td>
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<td>Ability to lead a team, providing leadership, support and motivation and deliver on team objectives</td>
<td>Essential</td>
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<td>Ability to manage and provide accountability for budgets</td>
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<td>Skill and sensitivity in coaching and mentoring both junior and senior staff</td>
<td>Essential</td>
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<td>Pragmatic and effective negotiation skills</td>
<td>Essential</td>
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<td>Skilled at planning and creative problem-solving</td>
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<td>Excellent oral communication skills and the ability to write clear, concise and persuasive reports, papers and funding applications</td>
<td>Essential</td>
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<td>Ability to research, develop and present credible business plans</td>
<td>Essential</td>
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<td>Able to work to tight deadlines, manage multiple projects and prioritise your own workload and those of the team whilst managing the expectations of stakeholders</td>
<td>Essential</td>
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<th>Ability</th>
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<tr>
<td>Ability to negotiate with multiple stakeholders that may have different strategic objectives, to achieve mutually beneficial outcomes</td>
<td>Essential</td>
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<td>Ability to review strategic and operational processes and procedures to ensure they are fit for purpose and make recommendations for improvements and implement agreed change</td>
<td>Essential</td>
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<td>Good general IT competency, particularly with Microsoft Office applications</td>
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<td>Ability to challenge and make logical, well-balanced and reasoned decisions in situations where there are conflicting views/objectives.</td>
<td>Essential</td>
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## Experience

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<tr>
<th>Experience</th>
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<tr>
<td>Experience of writing reports and business cases for senior management and committees</td>
<td>Essential</td>
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<td>Experience of negotiating agreements</td>
<td>Essential</td>
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<td>Experience of initiating and implementing complex and significant change within an organisation</td>
<td>Essential</td>
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<td>Experience in working with local/national agencies involved in economic growth to increase the uptake of research by business and industry</td>
<td>Essential</td>
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<td>A successful track-record in the leadership and transformation of high performing teams, which meet and exceed targets, using effective performance management tools and techniques.</td>
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<td>Experience in managing key accounts to maximise value for both parties and developing long term partnerships</td>
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<td>Experience of competitively winning external funds to support knowledge exchange</td>
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## Personal Attributes

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<tr>
<td>Ability to translate University, Faculty and Departmental objectives into meaningful action plans</td>
<td>Essential</td>
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<td>Exceptional customer service and customer relationship management skills</td>
<td>Essential</td>
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<td>A positive, ‘can do’, pragmatic and resilient attitude</td>
<td>Essential</td>
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<td>Self-motivated and able to work effectively to multiple and shifting priorities</td>
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<td>Systematic approach and good attention to detail</td>
<td>Essential</td>
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<td>Sound judgement, able to make difficult decisions on behalf of the University</td>
<td>Essential</td>
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<td>A creative approach with an ability to think laterally to spot potential connections and opportunities</td>
<td>Essential</td>
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<td>A leadership style that includes: setting direction, meeting the needs of our stakeholders, communicating, influencing and empowering others to deliver, fostering collaboration and driving innovation and change, and acting with integrity.</td>
<td>Essential</td>
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The Research and Enterprise Directorate is the University’s Professional Services department responsible for central management of activities and strategy in research and knowledge exchange. It provides comprehensive support to academic departments in both research and enterprise activities. The Directorate’s primary purpose is to mobilise the University’s research and knowledge base in pursuit of excellence and financial sustainability and to ensure that its research skills, knowledge and know-how benefit external users. In an environment of high competition for research funding and rapid change in funder expectations of Higher Education institutions, the Directorate leads operational change management in order to ensure that York remains competitive and successful in research and knowledge transfer.

**Research and Enterprise Objectives**

- To provide an environment for research that maximises research excellence and its social and economic impact, and promotes staff recruitment and retention
- To help academic departments increase the volume of their research and knowledge exchange income
- To manage efficiently the administration of grants and contracts
- To manage and assist the governance of University-level procedures around research and enterprise
- To manage the reporting and control framework in support of all the University’s research grant activities
- To develop income-generating relationships between the University and external partners including businesses
- To increase the volume and quality of the University’s Continuing Professional Development offering
- To support the University’s role in regional economic development
- To foster a culture of societal impact and enterprise amongst staff

**Services Provided**

- Pre-award support for application development and submission
- Research related contract/agreement review, drafting and negotiation
- Financial administration of the University research grant and contract portfolio, including responsibility for
THE DEPARTMENT

financial claims

- Development and support for University-wide policies and systems for managing and reporting on research and knowledge exchange activities
- Training and guidance for academic and support staff and students involved with research
- Promoting and marketing the University’s research base and its technical capabilities to external organisations
- Developing financially beneficial research links with public and private sector bodies
- Working with external partners to create sustainable enterprise through knowledge transfer, innovation and collaboration
- Protection and exploitation of the University’s intellectual property
- Acting as the University’s key point of contact with regional and national agencies involved in economic development
- Supporting the development and administration of Continuing Professional Development programmes for business, public and third sector employees

Currently the Directorate’s eight teams report to two Associate Directors, respectively the Heads of Research Services and Enterprise Services.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6505
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 6 April 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to amanda.selvaratnam@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835