Head of Business Development

Department: Research, Innovation and Knowledge Exchange

Hours of work: Full time (37 hours per week)

Contract type: Open

Salary: £53,353 - £61,823 per year
Main purpose of the role

The University of York is transforming its business and industry engagement activity. Our vision is that by 2030, the University will be known for its ambitious and effective partnerships, through which, as a University for Public Good, the University will innovate alongside business and industry to create a more equitable and sustainable future for all, considering society, culture and the environment alongside economic prosperity.

The new Head of Business Development role is a pivotal part of achieving this ambition, contributing to a wider programme of interventions and investments designed to drive a strategic shift in both the effectiveness and scale of our industrial engagement and income, and the action-orientated research focus signalled in our University Strategy. This will need an evolution in our University culture as well as provision of a robust new support structure.

Bringing insight of industry working methods, needs and expectations from their experience of working with business or industry, the post-holder will lead the creation and delivery of a cohesive and effective Business Development function across the University to drive growth in industry engagement and income. The role holder will be pivotal in ensuring that the University's external relationships are managed effectively by shaping and exemplifying processes to nurture and manage relationships with prospects and clients. They will be an excellent key account manager, and have the confidence to effectively translate between industry and academia. They will create culture change alongside new working practices and processes, recruitment of new posts and leading engagement planning, as well as the training and mentoring of existing professional services (PS) staff with a business engagement aspect to their role.

The Head of Business Development, new Business Development Managers and Partnership Engagement Officers will complement existing research and innovation development skills in an expanded Research and Innovation Development Team within the central-university Research, Innovation and Knowledge Exchange (RIKE) support directorate.

Working together, the Head of Business Development and Head of Research Development will deliver a seamless service for the management of strategic collaborative and contract research applications to all discipline areas, driving income growth regardless of source of funding and partnership type. The post-holder will also work with colleagues across the University to develop effective, discipline-focused teams to share information and champion the University's knowledge exchange activities both internally and externally, driving wider engagement with industry and business (e.g. equipment/facilities access, placements, corporate training, economic development funding) as well as collaborative and contract income.
Director of RIKE

RIKE Associate Director – Development

Head of Business Development and Team Leader

Head of Research Development and Team Leader

Research and Innovation Development Team

- 4x BDM
- 2x KTP Manager
- 8x RDMs
- 3x Partnership Engagement Officers
- RIDT support roles and administration

New Roles

Existing Roles
**Key responsibilities**

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

1. **Role Specific Responsibilities**

   - Leading the design and delivery of a cohesive and effective cross-institutional business development function, including the development and implementation of new working practices, processes, and provision of training and mentoring to existing professional service staff.
   - Working in close collaboration with the Head of Research Development and relevant academic leaders to provide a clear and joined-up approach to research, innovation and business development.
   - Developing and managing a focused portfolio of high-value strategic partnerships, exemplifying how the role is performed to the wider university.
   - Creating and leading highly collaborative teams drawn from across the University to meet internal stakeholder needs and priorities, respond to external opportunities and drivers and to share good practice.
   - Assisting with creating a University-wide process for setting individual business engagement targets for Business Development Managers.
   - Managing business engagement workload and monitoring progress against targets across the Research and Business Development Team.
   - Collaborating closely with other RIKE Team Heads (e.g. Economic Development, Commercialisation, Corporate Training, Contracts) and beyond (e.g. Careers, Science Park staff) to provide a clear and comprehensive service both internally and externally.
   - Making a significant contribution to faculty and departmental strategic planning, including by provision of intelligence and advice on industry needs and opportunities, current Government and funder policies and approaches.
   - Acting as an external representative of the University with strategic industrial partners, key funders (e.g. InnovateUK), and within academic networks (e.g. cognate functions in N8/Russell Group).

2. **University of York Responsibilities for Grade 8**

   **Service and Operational Delivery**
   - Through effective leadership, establish a clear vision and set of goals for the service delivery team.
   - Ensure that appropriate management systems are in place to support the team and enable them to effectively deliver current and future service requirements.
   - Lead delivery of a substantive and/or complex range of services.
   - Engage with key stakeholders to influence opinion, delivery and reputation of services.
   - Monitor, evaluate and provide feedback on the performance of the operational area and take necessary action to improve the service, including identifying training needs for the team.
   - Horizon scan to identify opportunities to improve the efficiency of service operation.
   - Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues.

   **Continuous Improvement**
   - Lead on the design, implementation and monitoring of policy and quality standards, procedures and systems ensuring effective working and continuous improvement.
   - Engage in external networks or partnerships to identify and influence potential opportunities for service or operational delivery improvements.
   - Apply leadership and expertise to identify, understand and resolve significant, longer term or complex problems.
   - Lead continuous development of self and team to ensure ongoing and future breadth and strength of capability and knowledge, organising bespoke training or development opportunities for the team.

   **Specialist Contribution**
   - Act as a recognised practitioner within own specialist area or discipline, shaping activities, processes and systems.
   - Design and deliver training sessions in relation to own subject area to the broader team and/or the University.
• Provide expertise to maintain and/or develop the systems and processes to support compliance with legislation, statutory duties and to facilitate the delivery of effective services.
• Provide expert professional subject knowledge and problem-solving skills, sharing knowledge with the team or wider University population as needed.
• Apply technical expertise/analysis to high-level problem resolution, provide technical judgement to guide decision making.
• Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.

Collaboration and Communication
• Lead internal meetings, working groups and sub-committees at an operational service level to influence governance, organisational policy and standards for the service.
• Develop long term relationships with senior stakeholders to ensure effective and valued outcomes.
• Develop and encourage mutually beneficial internal/external working relationships.
• Identify and develop opportunities for communities of practice and knowledge sharing.

Governance and Oversight
• Promote and develop a deep understanding of organisational policy and regulations. Manage quality and regulatory audit process.
• Provide advice to stakeholders regarding compliance and regulations where there is significant complexity and/or appropriate assessment of risk required.
• Horizon scan to understand emerging legislation and regulation and propose the University’s response to these changes.
• Accountable for ensuring procedures and policy meet all required legislative or regulatory standards.
• Ensure a safe and secure work environment; take responsibility for health and safety considerations through the completion and implementation of risk assessments.

Planning and Organisation
• Responsible for the operational and strategic planning for their area that is likely to involve coordination and integration with broader directorate planning.
• Significant input to long term strategic planning.
• Lead project scoping, initiation, planning and implementation for large scale/University wide initiatives.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## Person specification

### Role Specific

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<thead>
<tr>
<th>Requirement</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Higher degree such as MBA or PhD</td>
<td>Desirable</td>
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<tr>
<td>Experience of creating and managing high functioning teams, setting and achieving stretching growth and income targets</td>
<td>Essential</td>
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<td>Experience in identifying market opportunities and undertaking market insight evaluations to assure the feasibility and viability of identified opportunities</td>
<td>Essential</td>
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<td>Experience of managing funding applications and/or tenders/bids of significant scale in a commercial and/or public sector setting to support strategic objectives</td>
<td>Essential</td>
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<td>Experience in building sustainable relationships with external groups, clients and companies leading to demonstrable business growth</td>
<td>Essential</td>
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<td>Excellent understanding of the research and KE landscape in relation to universities and their key partners</td>
<td>Essential</td>
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<td>Experience of translating research activity to commercial audiences and identifying exploitation potential</td>
<td>Essential</td>
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<tr>
<td>Recent knowledge of a relevant business/industry sector and an understanding of how R&amp;D needs are determined and met within a business/industrial setting</td>
<td>Essential</td>
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<td>Broad understanding of the HE sector, with a particular focus on research, impact, knowledge transfer and commercialisation.</td>
<td>Essential</td>
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<td>Current knowledge of UK science research strategy and funding landscape with particular reference to research, industry, innovation and economic development support mechanisms in relevant sectors.</td>
<td>Essential</td>
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<td>Knowledge of the processes around identifying, securing, licensing and protecting Intellectual Property (IP) and ways in which IP is commercialised</td>
<td>Desirable</td>
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<td>Experienced in reviewing and negotiating contracts</td>
<td>Desirable</td>
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<tr>
<td>Experience of translating research activity to non-academic audiences and identifying exploitation potential</td>
<td>Desirable</td>
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<td>Experience of working in a relevant business environment</td>
<td>Desirable</td>
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### Qualifications:

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<tr>
<td>Level 6 qualification. (Qualifications at this level include a degree. Please <a href="#">view the full list</a>). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.</td>
<td>Essential</td>
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<tr>
<td>Skills - demonstrates the ability to:</td>
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<td>Lead people - providing vision, motivation, inspiration and direction</td>
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<td>Lead large-scale projects</td>
<td>Essential</td>
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<td>Use digital technologies including Google applications and/or Microsoft Office</td>
<td>Essential</td>
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<td>Communicate to engage and influence others</td>
<td>Essential</td>
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<td><strong>Behaviours:</strong></td>
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<td>Works collaboratively with others</td>
<td>Essential</td>
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<td>Delivers a quality service</td>
<td>Essential</td>
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<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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