

## **JOB DESCRIPTION**

**Job Title:** Associate Director for Business Development

**Grade:** Snr Management role

**Department:** Natural Resources Institute

**Responsible to:** Director

**Indirect reports:**

    Snr Operational Support Manager

    Snr NRI Research & Knowledge Exchange Manager

**Responsible for:** Leading NRI's business development initiatives and unit to develop and nurture a sustainable and diverse portfolio of activities related to research, knowledge exchange/enterprise and business innovation to achieve NRI's strategic plan in ways that support our values.

**Key Contacts:** Associate Director RKE and NRI Senior Leadership Team; NRI Staff; Greenwich Research and Innovation staff; Associate Deans RKE; Deputy Vice-Chancellor (RKE); external partners including funding agencies.

**Standard Occupational Classification (SoC code):**

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

**PURPOSE OF ROLE:**

The purpose of this role is to lead and grow NRI's business development activities, enhancing existing partnerships, establish new partnerships and funding opportunities, both in the UK and the Global South, including with development agencies, government bodies, trusts and foundations.

The role-holder will:

- a. Lead a profitable, stable and forward-looking business strategy for NRI's research, knowledge exchange and enterprise portfolios.
- b. Develop strategic alliances and maintain strong stakeholder relationships at national, regional, and international levels, across NRI focus areas.
- c. Implement strategies that adapt to and, where possible, anticipate future trends in the landscape in which NRI

- operates, developing alternate income streams covering research, enterprise and knowledge exchange.
- d. Demonstrate significant competence in a subject area relevant to NRI's RKE profile.

The position is based at the University's Medway Campus and travel to other campuses will be required.

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- Lead a profitable, stable and forward-looking business strategy working with NRI's Senior Leadership Team.
- Proactively seek competitive and non-competitive funding opportunities to generate new business income.
- Develop and implement a strategy for establishing strategic alliances that either build on existing collaborations and/or establish new partnerships to support new work in the UK and/or in the Global South.
- Lead the development of a range of income generating knowledge exchange activities that could include Consultancy (including framework contracts), Enterprise activities, Continuing Professional Development, contract research, rental of facilities or equipment, exploitation of intellectual property, Knowledge Transfer Partnership, regeneration and development programmes.
- Develop, and where appropriate lead, enterprise or innovation consortia with external partners with the expectation that part of the post-holder's time could be funded from external projects/programmes.
- Ensure the provision of an effective, responsive, business-winning support service to all NRI staff and represent NRI as a primary interface with clients. This includes the management of key resources to support project bids.
- Raise NRI's profile and establish strong relationships with targeted clients and partners resulting in increased business.
- Strategically assess, and if appropriate, establish and manage an Advisory Board to enhance business winning potential.
- Diversify the income base, developing a coherent and viable strategy for professional training provision, ensuring optimum strategic and financial use of funds and developing enterprise business across NRI.
- Oversee the registration, management and reporting of all RKE activity by NRI staff and the associated reports for monitoring progress towards targets and key performance indicators.
- Develop and support an effective promotional and publicity strategy with the NRI communications team that enhances NRI's

reputation to focus on key skills and expertise positioning NRI as partner of choice.

- Develop and support an efficient tracking system for NRI to react to calls for proposals and monitor tender opportunities to identify themes and trends to understand client needs to better position NRI to be part of winning consortia.
- Oversee and support the development of concept notes and proposals for large projects.
- Oversee Quality Management System procedures related to the portfolio related to this role, including policies, guidelines and standard operating procedures related to ethics, data management, intellectual property, safety etc.
- Oversee planning, preparations and reporting for official (KEF) submissions to maximise financial returns to the University.
- Set targets for resource mobilisation in collaboration with the NRI Senior Leadership Team which will feed into rolling five-year business planning.

### **Generic:**

- Lead the NRI's professional services commercial and grants management team.
- Work closely with members of the Senior Leadership Team to contribute expertise to the operational success of NRI.
- Build trust and collaborate effectively with all stakeholders in NRI's business.
- Liaise effectively with external organisations, NRI and UoG staff members and academic staff across the university and in partner organisations.
- Maintain professional and effective communication at all times.
- Maintain effective time management of self and with those within the team.

### **Managing Self**

- Manage own workload effectively.
- Continuously strengthen effective interpersonal skills.
- Actively engage in personal continued professional development (CPD).
- Develop, lead and maintain positive relationships with internal and external stakeholders.
- Role model the University's values of Impact, Collaboration and Inclusivity

### **Core Requirements**

- Adhere to and promote the University's policies on Equality and Diversity and Information Security.
- Ensure compliance with Health and Safety regulations and Data Protection legislation.
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Any other duties commensurate with the post and grade as agreed with the Director of NRI.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that NRI delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Director as part of the post-holder's annual Appraisal and Professional Development Review.

**KEY RELATIONSHIPS (Internal & External):**

- External partners in funding agencies, government, civil society, private sector and academic institutions; Advisory Board Members.
- NRI and University staff including NRI Senior Leadership Team, NRI Academic and Professional services staff, Vice Chancellor's Executive, senior leaders in the Faculty of Engineering and Science and other faculties in the university, UoG legal Counsel, Greenwich Research and Innovation.

## **PERSON SPECIFICATION**

### **EXPERIENCE:**

#### **Essential Criteria**

- Leadership of significant innovation, development, enterprise and/or research projects.
- Extensive experience working with funding agencies and funders related to research, innovation, humanitarian aid or international development.
- A proven track record of knowledge exchange and/or enterprise work, including external income and social enterprise.
- Proven track record of leading and winning external funding bids
- Extensive experience of strategic planning and managerial leadership.
- Proven track record of working with and managing complex, diverse public and private sector stakeholder relationships at national, regional and/or international levels.
- Proven track record of managing complex, diverse research and/or enterprise projects.
- Evidence of innovation and/or entrepreneurship
- Proven track record of delivering a significant and sustained body of impacts or outcomes with demonstrable benefits to businesses, the public sector or society in general.
- Proven experience in effective financial management.

#### **Desirable Criteria**

- Thorough understanding of HE in the UK and in a business enterprise role.
- Extensive knowledge of key policies at institutional, national and sector-wide level.
- Working knowledge of quality assurance/enhancement.

### **SKILLS:**

#### **Essential Criteria**

- Outstanding knowledge of the potential funding streams appropriate to NRI.
- Successful grant writing and winning skills.
- Exceptional people and interpersonal skills and ability to motivate others.
- Project budgeting, accounting, finance and financial management skills.
- Able to engage with people from diverse backgrounds.
- Negotiation and marketing skills.
- Well-developed organisational and management skills.

- Able to develop and implement staff training.
- Excellent written and oral communication skills.
- Commitment to the promotion of high standards and excellence.
- Ability to think strategically and conceptually.
- Capacity to listen and consult, good negotiation skills.
- Capacity to make informed decisions.
- Ability to work effectively and deliver under pressure.
- Able to use IT effectively.
- Well-developed project management skills.

### **Desirable Criteria**

None

### **QUALIFICATIONS:**

#### **Essential Criteria**

- MBA or Masters in a Business-related field relevant to the role **OR**
- A PhD or Masters relevant to an area related to NRI's core research **and** experience in successfully winning, leading and managing large, multi-year collaborative research and/or knowledge enterprise projects.

#### **Desirable Criteria**

- MBA

### **PERSONAL ATTRIBUTES:**

#### **Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- A leadership style that supports NRI's and the University's values
- Willingness to travel overseas on a regular basis

#### **Desirable Criteria**

- NA